

U. S. Department of Housing and Urban Development

Office of Public and Indian Housing

Secretary's Representatives,
State/Area Coordinators,
Directors, Offices of Public Housing
Directors, Offices of Housing
Administrators,
Area Offices of Native
American Programs, Executive
Directors, Public and Indian
Housing Authorities

Notice PIH 98-39 (HA)
Issued: July 14, 1998
Expires: July 31, 1999

**Subject: PROCESSING OF GRANT APPLICATIONS FOR FISCAL YEAR (FY)
1998 SUPERNOFA - Drug Elimination in Public and
Assisted Housing Programs**

1. PURPOSE

This notice provides instructions for processing grant applications submitted for funding under the Fiscal Year (FY) 1998 SuperNOFA for Housing and Community Development Programs. Covered under this processing notice are the FY 1998 Public Housing Drug Elimination Program (PHDEP); FY 1997 carryover funds being made available to housing authorities that did not receive an award under the May 23, 1997, PHDEP NOFA; and the New Approach Anti-Drug Program (NAADP), formerly known as the Safe Neighborhood Grant Program (SNG).

2. APPLICABILITY

This notice is applicable to those Public Housing Authorities (PHAs), Tribally Designated Housing Entities (TDHEs), Indian Housing Authorities (IHAs), and owners of assisted housing properties eligible to submit grant applications for FY 1998 PHDEP and NAADP funds and FY 1997 carry-over PHDEP funds. The term Housing Authority (HA) shall include PHAs and IHAs. The term Field Office (FO) shall refer to local Public Housing HUBs, Multifamily

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HUBs, Public Housing Program Centers, Multifamily Program Centers, and Area Offices of Native American Programs (AONAPs).

3. BACKGROUND

HUD announced the availability of FY 1998 funding in the amount of \$243,563,000 under the PHDEP for use in reducing/eliminating drug-related crime in and around public and assisted housing communities; \$44,935,934 in FY 1997 carry-over funds; \$20,000,000 for the New Approach Anti-Drug Program and \$2,000,000 for the Public Housing Drug Elimination Technical Assistance (TA) Program. A Notice of Funding Availability (NOFA) announcing funding for these programs was published in the Federal Register/Vol. 63, Number 61 on Tuesday, March 31, 1998.

On Friday, May 29, 1998, HUD published a Technical Correction to the SuperNOFA for Housing and Community Development Programs. The technical correction affects Section I.C(3)(a) and (b) of the PHDEP, found on page 15587. The Technical Amendment directs HAS to confirm/validate unit counts with the local Field Office (Office of Public Housing or Area Office of Native American Programs) before they submit their applications, and provides instructions to FOs on how to validate/confirm unit counts. Appendix 1 of this Notice includes a copy of the PHDEP technical correction.

At Section IV of the SuperNOFA ("Application Submission Requirements") the Technical Correction added a second paragraph to read:

"..An applicant shall submit only one application, per housing authority, for each drug elimination program contained in this program section of the SuperNOFA. Joint applications are permitted only in those cases where HAS have a single administration (such as HAS managing another HA under contract or HAS sharing a common Executive Director). In those cases, a separate budget, plan, and timetable and unit count shall be supplied in the application."

4. DEFINITIONS

The definitions for the PHDEP are contained in 24 CFR 761 of

the "Streamlined" Consolidated Public and Assisted Housing Drug Elimination Program final rule dated March 28, 1996.

5. ELIGIBLE AND INELIGIBLE ACTIVITIES

Eligible and ineligible activities under the FY 1998 PHDEP and NAADP are described in Section I (E) of the PHDEP and New Approach NOFAs contained within the SuperNOFA.

6. HUD REFORM ACT PROVISIONS

A. The HUD Reform Act of 1989 prohibits any applicant from gaining an advantage in the competition as a result of receiving confidential information. The final rule, (24 CFR Part 4) "Prohibition of Advance Disclosure of Funding Decisions," which implements section 103 of the Reform Act, specifically prohibits advance disclosure of the following:

- (1) information regarding an applicant's relative standing;
- (2) amount of assistance requested by any other applicant;
- (3) identity of any other applicant;
- (4) number of applications; and
- (5) any other information contained in another application.

B. HUD employees who have specific program questions, such as whether particular subject matter can be discussed with persons outside the Department, should contact the FO counsel. HQ's counsel for the program may be contacted on (202) 708-3815.

7. FUND ASSIGNMENT PLAN

The fund assignment plan for distributing grant funds to be awarded under the FY 1998 SuperNOFA will be in accordance with Handbook 1830.4, REV-2, dated July 31, 1986.

8. DISTRIBUTION OF FUNDS

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HUD will distribute funds under a national competition for PHDEP and NAADP, and in accordance with Section I.(C)(3) of the PHDEP NOFA and Section I.(C)(4) of the New Approach NOFA.

9. HQ, ONAP, HUB, AND PROGRAM CENTER (FO) RESPONSIBILITIES

- A. Headquarters PIH Grants Management Center (GMC) will be responsible for managing and coordinating the FY 1998 PHDEP and NAADP national competitions. The GMC will convene technical evaluation panels and coordinate the review and scoring of Factors 2 and 3 for PHDEP and NAADP applications in Application Processing Centers (APC). The APC for FY 1998 and FY 1997 carryover funding for PHDEP will be located in the New York HUD Office of Public Housing. The PHDEP Grant Administrator for GMC at the APC is Sherry Fobear-McCown, (202)358-0312, ext. 126.

A review panel for NAADP applications will be established by GMC in Washington D.C., for the review of Factors 2 and 3. GMC will coordinate and manage this review with assistance from staff of Multifamily Housing and Headquarters Community Safety and Conservation (CSC). The GMC Grant Administrator is Eric Axelrod, (202) 358-0312, ext. 121. The Multifamily Housing Advisor is Henry Colonna, (804)278-4500, ext. 3027.

- B. Headquarters' Community Safety and Conservation (CSCD) Division will serve as Program Technical Advisor to the GMC in managing the PHDEP and NAADP competitions. The CSCD Technical Advisor for PHDEP is Bertha Jones, (202) 708-1197, ext. 4237. The CSCD Technical Advisor for New Approach applications is Mary Barry (202) 708-1197, ext. 5616.
- C. All Native American applications will be scored by the National Office of Native American Programs Application Processing Center (ONAP-APC), located in Denver, Colorado. The ONAP-APC will convene a panel, with oversight from GMC, and coordinate the review and scoring of Factors 2 and 3 for applications received from Tribally Designated Housing Entities (TDHEs) and

Indian Housing Authorities (IHAs) for FY 1997 and FY 1998 PHDEP funding. The Grant Administrator for ONAP is Tracy Outlaw, (303) 675-1690, ext. 3323.

- D. Field Offices of Public Housing and Assisted Housing will be the delivery points for receipt of applications. The Office which receives applications shall date stamp and log them in using the Master Logs in Appendix 2, in coordination with the Office of Public Housing. Where applications will be sent to another office for processing, follow instructions in Paragraph 11(B)(7), page 8 of this Notice. Offices of Public Housing shall be the central coordination point for physical management, login, routing, and processing of PHDEP/NAADP applications for review and scoring of Factors 1, 4, and 5. FOs will review and assign points for Factors 1 and 4, and Empowerment Zone/Enterprise Community (EZ/EC) bonus points, and forward applications to Secretary's Representatives for review and rating of Factor 5 (see Section below for further information). FOs shall forward applications and review documentation to the appropriate APCs as instructed elsewhere in this Notice. FOs shall assign Field Office Grant Administrators (FOGAs) to coordinate and manage processing, and provide GMC (Sherry Fobear-McCown @ PIHPOST4) with the names and phone numbers of the designated FOGAs no later than **June 15, 1998.**

FO responsibilities begin with receipt of applications and continue through the grant life cycle for selected applicants. FOs will receive and route copies of applications to the Public Housing and Multifamily Housing reviewers, and Secretary's Representatives, as applicable. FOs will train reviewers, collect HUD Reform Act certifications, route applications to and collect score sheets from Multifamily Housing and Secretary's Representatives; distribute, collect, and validate score sheets; package and ship applications (one original and one copy) and score sheets to the APCs, and all other functions associated with local FO processing. FOs will retain one copy of applications for use in preparing grant agreements and monitoring. The PHDEP Support Center will retain applications with original signatures for archival purposes. Following grant award and execution, FOs will forward the

executed grant documents with original signatures to the PHDEP Support Center, to be archived with the original applications. Grant applications will be processed in accordance with this Notice, and applicable procedures outlined in PIH Grants Management Handbook 7490.01 issued April 7, 1993, for receipt, screening and threshold, review and scoring, selection, grant agreement execution, payment procedures, monitoring, review of reports, grant amendments, and final reports.

- E. Secretary's Representatives shall designate a FOGA to manage receipt of applications from FOs, and review and scoring of Factor 5 by the Secretary's Representatives or their designees. Secretary's Representatives shall provide the GMC with the name and number of their FOGA no later than **June 15, 1998**.

Secretary's Representatives shall score applications on the Factor 5 score sheet found in Appendix 6 of this Notice. The FOGA for Secretary's Representatives shall overnight mail the completed score sheets to the appropriate FOs **to arrive no later than Wednesday, July 1, 1998**.

Simultaneously (upon completion of scoring Factor 5), Secretary's Representatives will be responsible for mailing all applications back to the Field Offices from which they came. FOs receive only 1 original and 2 copies of applications. The original and one copy are forwarded to the APCs, and the second copy is forwarded to the Secretary's Representatives (unless FO elects to make an extra copy, which could delay processing). The second copy forwarded to the Secretary's Representatives must be returned timely to the FOs, where it is retained as the field office copy and used for preparation of grant documents and monitoring.

- F. Each of the above offices shall designate a Field Office Grant Administrator (FOGA) to manage the local FY 1998 Drug Elimination grant application process by no later than Monday, June 15, 1998, and provide via cc:mail or fax the name, number, cc:mail address, and fax number of the FOGA to Sherry Fobear-McCown at GMC,

PIHPOST4, fax number (202) 358-0246, phone number (358-0312, ext. 126.

- G. Field Offices of Public Housing will coordinate processing of New Approach Anti-Drug Program applications. Staff in Multifamily Housing will review and rate Factors 1 and 4 for these applications with assistance from PIH staff.

10. APPLICATION DUE DATES AND SUBMISSIONS

- A. The application due date for all PHDEP applications is **June 15, 1998**. Applications accepted as timely will vary depending on the method of delivery described below.
- B. **Hand Carried Applications:** Application packets submitted to HUD FOs must have an original and two identical copies of the original application. These applications will be accepted during normal business hours before the application due date. On the application due date, business hours will be extended to 6:00 p.m. (Appendix A to SuperNOFA lists hours of operation for HUD Field Offices).
- C. **Mailed Applications:** If postmarked on or before 12:00 midnight June 15, 1998, they will be accepted as timely if received by **June 25, 1998**.
- D. **Applications sent by Overnight/Express Mail Delivery:** These applications must be received by no later than June 15, 1998, or upon submission of documentary evidence they were placed in transit with the overnight delivery service by no later than 12:00 midnight June 15, 1998. Appendix "A" of the SuperNOFA lists the hours of operation for HUD Field Offices, which will be extended to 6:00 p.m. on the application due date.
- E. **Consolidated Application Submissions:** Where an applicant can apply for funding under more than one program in the SuperNOFA, the applicant needs to submit only one originally signed SF-424 and one set of original signatures for other required assurances and certifications accompanied by the matrix contained in each application kit. Copies of these documents may be

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submitted with any additional applications submitted by the applicant.

11. FY 1998 FIELD OFFICE PROCESSING

A. **GENERAL.** FOs will receive and process FY 1997 and FY 1998 PHDEP, and FY 1998 NAADP grant applications, and certify receipt of Drug Elimination Grant applications. FOs shall ensure that the FY 1998 PHDEP application process is conducted in accordance with the procedures set forth in the FY 1998 SuperNOFA, related HUD regulations, this Notice, PIH Grants Management Handbook 7490.01 issued April 7, 1993, relevant OMB Circulars (specifically OMB Circular A-87), handbooks, and any additional guidance as may be provided by GMC.

- (1) This Notice includes several appendices for use by FOs in processing of Factors 1, 4, and 5 for Public Housing drug elimination grant applications. Materials inclusive of Factors 2 and 3 are reference only. Additional instructions may be issued if necessary.
- (2) The timetable for SuperNOFA events will be carried out in accordance with the timetable set forth in paragraph 17 (page 22) of this Notice and other instructions issued by GMC.

B. APPLICATION RECEIPT, ACKNOWLEDGEMENT, AND SORTING

- (1) Applications will be submitted by the applicant to each designated FO in accordance with the FY 1998 SuperNOFA. Refer to the timetable in paragraph 17 (page 22) of this Notice.
- (2) FOs will date and time stamp applications as they are received and record on Master Logs. Retain all envelopes in which applications are received as verification of receipt date. Pull TABs 16 (PHDEP) and 13 (New Approach) from the applications, Acknowledgment of Application Receipt, complete and return to applicants.
- (3) Applications will be sorted and separated according to type: '97 PHDEP, '98 PHDEP, and New

Approach.

- (4) Applications will be logged in on the Master Logs (Appendices 2, 2a, 2b and 2c). Separate Master Logs will be maintained for '97 PHDEP, '98 PHDEP and New Approach applications. Provide a copy of the Master Logs to FHEO, and request in the transmittal, information whether any applicants have outstanding fair housing violations rendering their applications ineligible for funding.
- (5) When all applications have been logged in, the FOs will fax or cc:mail the three (3) Master Logs by program type, using Appendix 2 as a separate file, to the PIH Grants Management Center (GMC), Attention: Vivian E. Williams, Director, Categorical Grants Division, fax numbers (202) 358-0258 or (202) 358-0244, or by cc:mail at PIHPOST4, phone number (202) 358-0312, extension 127. AONAPs will transmit Master Logs for NAADP applications to GMC, and PHDEP applications to Tracy Outlaw at Lotus Notes address Tracy Outlaw/ONAP/DEN/HUD@HUD or fax number (303) 675-1660. Typed logs via cc:mail transmission are preferred. A separate file (name: Masterlog) is included with the electronic submission of this Notice to facilitate cc:mail transmission of logs.
- (6) In order to verify and validate grant application information, GMC will request from each FO, via cc:mail, verification/confirmation of the Application Master Log information. GMC will verify number of applications by type, number of late or ineligible, and funding amounts requested.
- (7) If a FO receives an application not in its jurisdiction by the application deadline date or intends to ship applications to another office staffed to process grant applications, the FO will ensure the following actions take place:
 - (a) Date and time stamp the application, but do not record on Master Log;
 - (b) Notify the appropriate FO by telephone that

the applications are being forwarded. Send a message to the designated Grant Administrator (FOGA) at the receiving FO, via cc:mail, with a copy to GMC/Sherry Fobear-McCown at PIHPOST4, indicating which applications are being forwarded.

(c) The application is to be forwarded within 24 hours of its receipt via overnight mail with a transmittal memo to the FOGA. The FO receiving the application will:

- (1) Per instructions in this notice, log in the application on its Master Logs according to the prior FO receipt date and time; and
- (2) Attach any FO transmittal documentation to the Master Log.
- (3) Notify GMC via cc:mail (Sherry Fobear-McCown at PIHPOST4) that the applications have been received.

C. APPLICATION SCREENING

- (1) Grant applications shall be screened using **Appendix 3 (Screening Checklist)**, in accordance with Chapter 2 of PIH Handbook 7490.01 and other guidance as may be issued by GMC.
- (2) Screening - complete a Screening Checklist for each application. The FOGA shall confirm during screening that HAs obtained **FO validation and confirmation** of the unit count in advance of submitting the application, and in accordance with procedures contained in the SuperNOFA Technical Correction (see Appendix 1 for Technical Correction). Refer back to Paragraph 3 of this Notice regarding methodology and FO responsibility for validating unit counts.
- (3) All TDHEs shall validate/confirm the unit count with the AONAP Administrator. Unit counts must be counted as Current Assisted Stock under

the Indian Housing Block Grant Program and in accordance with the SuperNOFA Technical Correction.

D. APPLICATION DEFICIENCIES

FOs will record applications with deficiencies on **Appendix 4 (Correctable Deficiencies Log)** and immediately notify applicants in writing by facsimile transmission (retain fax transmittal confirmation sheets), and follow-up letter, Return-Receipt Requested. Applicants have 14 calendar days from receipt of the HUD notification to submit corrections of technical deficiencies or clarifications. The following technical deficiencies shall be considered correctable:

- (1) If an HA is not covered under a "Local" Consolidated Plan and is only covered under a "State" Plan, and could not secure appropriate signatures for the Certification of Consistency with the Consolidated Plan (Tab 13J), FOs shall contact CPD staff for reconciliation with the State's Consolidated Plan before the application is forwarded to the appropriate APC. Applications shall not be deemed ineligible where HAs attempted, but could not obtain the required State signatures for the Certification of Consistency with the Consolidated Plan.
- (2) HA applications shall not be considered ineligible if the FO provided an inaccurate unit count confirmation/validation. In such cases, the FO will provide the correct unit count during the curable deficiency period, and adjust the amount of funding accordingly if application is selected for funding.
- (3) HAs may submit a single SF-424 for the FY 1997 PHDEP Set-Aside and FY 1998 PHDEP funding, or HAs may use the funding matrix. If the funding matrix is used in lieu of the separate SF-424, the application will be considered eligible in either instance.

E. **ROUTING OF APPLICATIONS FOR FIELD OFFICE/SECRETARY'S
REPRESENTATIVE SCORING**

Grant applications with review and rating instructions, score sheets, and reviewer Reform Act certifications (**Appendix 6**) are to be routed as follows:

(1) **PHDEP (FY 1997 and FY 1998 applications)**

One copy - mail overnight to the Secretary's Representative (rating instructions, Factor 5 score sheet, and certification).

One copy - route to Field Office PIH reviewer (review instructions, Factor 1 and 4 score sheets, and certification form).

Original - retain in Field Office/PIH until scoring is completed. The original and field office copy of all applications, along with the original and one copy of the score sheets will be forwarded to the appropriate APC.

(2) **New Approach**

One copy - mail overnight to the Secretary's Representative (rating instructions, Factor 5 score sheet, and certifications).

One copy - route from PIH management to Multifamily management with request for review and scoring of Factors 1 and 4, and offer of PIH staff and assistance as necessary and appropriate. Provide rating instructions, score sheets for Factors 1 and 4, and certification forms.

Original - retain in Field Office/PIH until scoring is completed. The original and field office copy of all applications, along with the original and one copy of the score sheets will be forwarded to the appropriate APC.

(3) **Secretary's Representatives**

Secretary's Representatives are responsible for assigning a Grant Administrator (FOGA), scoring Factor 5, and completing and validating the score sheets. When processing is complete, the Secretary's Representatives are to forward Factor 5 score sheets for PHDEP to New York, PHDEP TDHES/IHAS to Denver, and New Approach applications to HUD Headquarters. Simultaneously, Secretary's Representatives are to package and overnight mail applications back to the FOs from which they originated.

(4) **Reviewer Orientation**

FOGAs will discuss the requirements of this Notice, PHDEP/NAADP overview and updates, SuperNOFA processing requirements, evaluation criteria and high/medium/low scores. The discussion will further address the responsibilities for supporting scores with comments and references to persons responsible for reviewing and scoring applications as necessary. FOGAs shall also collect HUD Reform Act/advance disclosure certification forms signed by reviewers.

F. APPLICANT DATA INPUT FORMS

(1) **PHDEP**

While applications are being scored, information from the Applicant Data Input Form, TAB 2 (PHDEP) will be entered in the SMIRPH/MIRS Grants Management Module. If experiencing difficulties with SMIRPH/MIRS inputs, contact Luigi D'Ancona at (212) 264-0903, ext. 3649 or Bob Harmon at (312) 353-6236, ext. 2356. For assistance with MIRS inputs for applications from TDHES/IHAS contact Rob Wing at (303) 675-1600, ext. 3312.

- (a) The FOGA will validate the correctness of all information entered into each of the required

screens #1, 2, and 7 of the Grants Management Module. After validation the FOGA will copy the data onto a diskette for transmittal to the Application Processing Center (APC), which will be located in the New York State HUB Office. The Diskette will contain the SMIRPH/MIRS Grants Management databases in files named DRUG****.DBF and DRUG****.DBT (**** = Field Office Code).

- (b) The database must include the project summary on screen 7 and be no more than 4 to 5 brief sentences describing the activities supported by the award. Please assure that this is in sentence format in upper and lower case letters--do not use all capital letters. Note: Use the "E" DIT command and then the function key "F3" to access the Project Summary screen.
- (c) The project summary will be taken from the database and used in Congressional notification. The FOGA will ensure that the summary contains complete sentences.
- (d) If the databases are not complete, the FOGA will be required, in a timely manner, to make appropriate corrections and resubmit the database to the APC.

(2) **New Approach**

FOs are not required to perform data input for New Approach. All information from the Lead Applicant Data Input Forms (Tab 1), score sheets, and additional information as required, will be input at the GMC Application Processing Center (APC) in Washington, DC. FOs will be required to provide Master Logs, score sheets, and other documentation as required by this Notice when forwarding applications to the APC.

G. REVIEW AND SCORE OF APPLICATIONS

- (1) The scoring of PHDEP FY'97 and FY'98, and New

Approach applications will involve reviews of Factors 1 and 4 by Field Office staff and Factor 5 by the Secretary's Representative. FOs are authorized to use one reviewer to score Rating Factors 1 and 4. The review and rating of Factors 2 and 3 will be read and scored by two reviewers, and be completed by three national panels as follows:

- (a) **PHDEP.** Factors 2 and 3 will be scored by a the Grants Management center (GMC) and Field Offices PIH and other HUD staff at an application processing center located in the New York State Office of Public and Indian Housing.
 - (b) **New Approach.** Factors 2 and 3 will be scored by a panel of Multifamily Field Office and GMC staff at a NAADP Application Processing Center in Washington, DC.
 - (c) **PHDEPs from TDHES/IHAs.** Factors 2 and 3 will be scored by a panel of Native American Programs staff at an Application Processing Center in the National Office of Native American Programs, Denver, Colorado.
- (2) Applications will be scored in accordance with the Rating Factors described below:
- Factor 1 - Capacity/Organizational Experience (20)
 - Factor 2 - Need/Extent of the Problem (25)
 - Factor 3 - Soundness of Approach/Quality of Plan (35)
 - Factor 4 - Leveraging Resources/Community
 - Factor 5 - Comprehensiveness/Coordination
- (3) Appendix 6 provides the score sheets for each factor and guidance for assigning high, medium, and low points. FO reviewers shall be instructed to make comments on the worksheet to support their scores and reference tab/page numbers from the application, as will be done for rating Factors 2 and 3 at the APCs. Scores must be defensible and supported by comments reflective of the evaluation

Support (10)
(10)

criteria set forth in the SuperNOFA.

- (4) For PHDEP, the maximum number of points is 102. For New Approach, an application must receive a score of at least 70 points out of 102 points provided by the five rating factors and EZ/EC bonus points. Factors 1 and 4 of New Approach applications will be scored by Multifamily Field Office staff with assistance from Public Housing field staff.
- (5) Bonus Points. The SuperNOFA provides for the award of **two** bonus points for eligible activities/projects that are proposed to be located in federally designated Empowerment Zones (EZ), Enterprise Community (EC), or Urban Enhanced Enterprise Communities that serve EZ/EC residents.
- (6) **TIE SCORES.** In the event of tie scores at the APC/ONAP during the ranking process, applications will be selected in accordance with the Application Selection Process mandated in Section III of each program's NOFA.
- (7) **RECONCILIATION OF DISPARATE SCORES.** When (APC reviews only) reviewers have a 10 point but no more than 15 points difference in scores, they will first attempt to reconcile the gap. They are the to change their scores as necessary, initial, date and provide sufficient explanations in writing to justify the changes and support the reconciliation.

In instances where two reviewers at the APC and/or ONAP have more than a 15 point difference in their recommended total scores, applications will be scored by a third reviewer. Panel leaders will review all recommendations and determine final scores.
- (8) **VALIDATION OF SCORES.** FOGAs will verify that Factors 1, 4, and 5 are scored, math computations are correct, score sheets are signed and dated by the reviewer, validate all data entered in SMIRPH, and sign and date validated score sheets.

- (9) **DATA ENTRY OF SCORES.** Scores for Factors 1 through 5 will be entered in the appropriate databases at the APC sites (Denver/New York/Washington, DC).

H. **TRANSFER OF APPLICATIONS TO APC FOR HEADQUARTERS REVIEW**

When FOs have completed scoring of Factors 1 and 4, and Secretary's Representatives have completed scoring Factor 5 and returned the applications forwarded for their review, FOs will retain one copy of the applications and send the original and extra copy of each application, with original and duplicate copies of score sheets attached, to the appropriate APC (New York for PHDEP/Denver for PHDEP-TDHE-IHA/Washington DC for all New Approach). FOs shall include the following items when shipping the applications to the APCs:

- (1) Transmittal letter. The transmittal letter must identify the number of boxes by program type, applications shipped, and listing of all ineligible applications with reason for rejection;
- (2) Application Master Logs and Correctable Deficiency Log with any ineligible applications identified and reason listed for rejection;
- (3) Application screening checklists, and score and summary sheets. A completed score sheet must be attached to each application with Rating Factors 1, 4, and 5 scores entered on each score sheet. Curable deficiency letters and required corrections, must be attached to the application;
- (4) Organize and pack applications. Organize by HA Code sequence with HA Code printed 2" high with permanent marker on outside upper right hand corner of each application. **PACK FY'97 PHDEP, FY'98 PHDEP, AND NEW APPROACH APPLICATIONS IN SEPARATE BOXES.**
- (5) Diskette of application information from SMIRPH (Public Housing Authorities)/MIRS (TDHEs/Indian

Housing Authorities) for PHDEP including 4 - 5 line project summaries entered in English, with upper and lower case lettering;

- (6) For APC management purposes, number and label boxes by application type (FY 1997 PHDEP, FY 1998 PHDEP, New Approach), and place transmittal letter, Master Application logs, Correctable Deficiency Log, SMIRPH/MIRS diskette, and New Approach diskette in **BOX #1**. Applications must be controlled and accounted for at all times during this process. All applications will be sent overnight mail to the APC. FOs must check with their Administrative Officer and mail room supervisor for guidance regarding this matter.

- I. **SHIPPING INSTRUCTIONS.** FOs will ship PHDEP application boxes to:

PHDEP - PHAs

1. Application Processing Center
HUD PHDEP Grant Review - July 13-24, 1998
New York State HUB Office
26 Federal Plaza, 32nd Floor, Rm 32116
New York, NY 10278-0068
ATTN: **Terry Bynoe**
Phone: **(212) 264-0903, ext. 3669**

PHDEP - TDHES/IHAs

AONAPs will ship PHDEP application boxes to:

2. ONAP-APC
U.S. Department of HUD
1999 Broadway, Suite 3390
Denver, CO 80202
ATTN: **Tracy Outlaw**
Phone: **(303) 675-1600**

NEW APPROACH ANTI-DRUG PROGRAM

FOs/AONAPs will ship New Approach Anti-Drug application boxes to:

3. PIH Grant Management Center
U.S. Department of HUD
451 7th St., SW, Room B-133
Washington, DC 20410
ATTN: **Eric Axelrod (202) 358-0312, ext. 121**

NOTE: Applications boxes must arrive at their
respective APC no later than **Wednesday,
July 8, 1998, 3:00 p.m. EDT time.**

J. COORDINATION AND OVERSIGHT

- (1) FOs will monitor and track physical transfer of grant applications by sending an urgent cc:mail to the APC that states "when" and "how" the applications were shipped and "expected arrival date"; and
- (2) Send a copy of all cc:mails regarding this process to Sherry Fobear-McCown (cc:mail address is Sherry Fobear-McCown at PIHPOST4).
- (3) Any violation in carrying out this Notice may result in funding delays or repeating the scoring and ranking procedures.
- (4) HQs, in conjunction with the Office of Public and Indian Housing Comptroller and other offices, will audit a sample of FOs and the APCs to validate the review process.

K. SUBMISSION OF SELECTION DATA

APC Database Administrators/Grant Administrators in New York for PHDEP, and in Washington, DC for New Approach, will be responsible for entering/downloading applicant data inputs, scores, and project summaries for all applications. Data will be entered into the appropriate national databases for each program (using SMIRPH/MIRS data inputs by FOs where appropriate) and conducting the ranking of applications by total score for all factors.

L. RANKING

In accordance with the FY 1998 SuperNOFA, after all

applications have been scored, GMC/APCs will rank the applications on a national basis. Awards will be made in the order ranked until all funds are expended. HUD will select the highest ranking applications that can be fully funded first.

M. AWARD AMOUNTS

All awards will be made to fully fund an application, except as provided in Section III.(E) of the SuperNOFA (Adjustments to Funding).

12. AWARD RECOMMENDATIONS

After consultation with the Program Office, the GMC will prepare a memorandum to the Assistant Secretary, Public and Indian Housing, which includes a listing of the highest ranked applications recommended for award.

13. CONGRESSIONAL NOTIFICATION

- A. Congressional notifications for each award will be prepared by the New York APC/GMC based on project summary information in the Grants Management Module and New Approach databases.
- B. The GMC will prepare packages for approval by the Assistant Secretary for Public and Indian Housing, and Housing, for signature of the Assistant Secretary for Congressional and Intergovernmental Relations (CIR). The package will contain a transmittal memorandum, Congressional Notification letters for each award, and a list of awards by location. CIR officially notifies Congress of the selected awards.
- C. After Congress has been notified, GMC will notify FOs as to the Congressional notification release date, authorizing release of notification of selection and non-selection letters.

14. NOTIFICATIONS TO SELECTEES AND NON-SELECTEES

- A. GMC will prepare and forward, via cc:mail, a list of award recipients and sample award letters to FOs. Award letters will not be sent by FOs until

Congressional and Intergovernmental Relations has completed notifying Congress, GMC has provided FOs with the Congressional notification release date, and the FOs have received the HUD-185 from Headquarters.

- B. FOs will provide written notification to all applicants whether or not they have been selected. Notification letters will include information regarding scoring (strengths and weaknesses) and other relevant information. GMC will provide sample notification letters.
- C. FOs will provide an original signature copy of each award letter to the Field Accounting Director (FAD) to reserve and obligate grant funds in accordance with the timetable in this Notice.
- D. FOs will provide the executed grant agreements to the local FAD in accordance with the timetable in this Notice.

Further instructions will be issued with regard to C and D above if procedures have changed under the Department's 2020 reorganization.

15. GRANT AGREEMENT PREPARATION AND EXECUTION

A. Grant Document Preparation.

Simultaneous with issuance of award letters, FOs will prepare for bilateral signature and dispatch to awardees the grant award document, Form HUD-1044; with related grant agreement documents. Grant agreements and related forms will be prepared in accordance with Chapter 4 of the PIH Grants Management Handbook 7490.01, and other instructions or standardized grant agreement formats as may be issued by GMC to assist in this process.

- B. FOs must verify award amount(s) and may place any special conditions, such as LOCCS edits, reductions in funding, or programmatic restrictions necessary for compliance or performance of the approved award.
- C. **Execution of Grant Agreement.** Grant agreements will be

executed bilaterally, with both parties required to sign, and Grant Officers providing final signature.

16. APPLICATION DEBRIEFINGS

- A. GMC will provide FOs copies of score sheets and related documents to issue with notification letters.
- B. PIH's **PHDEP Support Center** will be available to provide feedback to those HAs whose applications were not approved for funding. For assistance or additional information contact **1-800-578-3472**.
- C. The **PHDEP Support Center** will maintain original and file copies of applications, score sheets and related documents.

17. FY 1998 SuperNOFA GRANT PROCESS TIMETABLE

The PIH Grant Management Center, Offices of Public Housing/AONAP FOs, and APC staff shall execute this process in accordance with the below timetable, and any other instructions issued by the Department.

***DONE**

STEP	TASKS	TIMELINE(S)
1	A consolidated national SuperNOFA field training was conducted in Washington, DC, for potential grantees during	April 17,1998
2	PCs/HUBs/ONAP designate Field Office Administrators (FOGAs) and provide GMC, via cc:mail, the GAs name, cc:mail address and phone number to:	

PHDEP PROCESSING NOTICE

Sherry Fobear-McCown

(cc:mail address: PIHPOST4)

June 15, 1998

- _____ 3 GMC provide HUD FO staff guidance to screen and score Factors 1, 4 and 5, and the FY 1998 Application Processing Notice. June 15, 1998
- _____ 4 FOGAs train FO reviewers on the PHDEP/NAADP NOFA, application process and screening and scoring of Factors 1, 4, and 5 June 15, 1998
- 5 **FY 1998 SuperNOFA APPLICATION DEADLINE** June 15, 1998
- 10 day period for postmarked applications** June 25, 1998
- _____ 6 FOs/Sec. Reps. start processing applications received June 15th Factors 1,4, and 5.
(Monday, June 22 to June 29)
Note: steps 6-18 may be concurrent activities June 22, 1998
- _____ 7 FOs/AONAPs fax or cc:mail Master Logs to GMC, ATTN: **Vivian E. Williams (PIHPOST4) Fax: (202) 358-0258 -or- Tracy C. Outlaw/ONAP/DEN/HUD@HUD Fax: (303) 675-1660** June 19, 1998
- _____ 8 GMC verifies FO Application Master Logs June 22, 1998
- _____ 9 FOs send application acknowledgments and, if applicable, technical curable deficiency letters to applicants June 19, 1998

NOTE: Deficiency letters shall be faxed to applicants

PHDEP PROCESSING NOTICE

- NOTE:** The transmittal letter must identify the number of PHDEP (FY'97 and FY'98 and New Approach boxes, applications shipped and

listing of all ineligible applications with reason for rejection on the log.

_____ B. Application Master Logs and Correctable Deficiency Log with any ineligible applications -- identified and reason listed for rejection.

_____ C. Application screening, and score sheets.

NOTE 1: A completed score sheet must be attached to each original AND duplicate application--with scores for Factors 1, 4, and 5.

NOTE 2: Curable deficiency letters/corrections must be attached to each application.

_____ D. Organize and pack applications.

NOTE: Organize by HA Code sequence with HA Code printed 2" high with **PERMANENT MARKER** on outside upper right hand corner of each application. For NAADP organize by HUD/FHA Project Number. PACK '97 PHDEP, '98 PHDEP, AND NEW APPROACH APPLICATIONS IN SEPARATE BOXES.

_____ E. Diskette of application information from the SMIRPH (public housing authorities)/and or MIRS Grants Management Module FOs must ensure project summaries are entered, in English, with upper and lower case lettering

- _____ F. Number all boxes
 and place transmittal letter,
 Master Application Log, Correctable
 Deficiency Log and diskette in box # 1
- _____ 18 FOs/AONAPS ship applications to
 appropriate APCs to arrive **7/8/98**.
 Boxes must be shipped and
 tracked by overnight delivery.
 Application boxes will be
 shipped to: July 8, 1998

Application Processing Center
HUD PHDEP Grant Review - July 13- July 24, '98
HUD Office of Public Housing
26 Federal Plaza, 32nd Floor, Room# 32116
New York, NY 10278-0068
ATTN: Terry Bynoe
(212) 264-0903, ext. 3669

ONAP-APC
U.S. Department of HUD
1999 Broadway, Suite 3390
Denver, CO 80202
ATTN: Tracy Outlaw
(303) 675-1600

Application Processing Center
HUD NAADP Grant Review - July 20-24, '98
c/o PIH Grant Management Center
451 7th St., SW, Room B-133
Washington, DC 20410
ATTENTION: Eric Axelrod
Number: (202) 358-0312, ext. 121

- _____ 19 Applications with all related
 documentation must arrive at **Wednesday, July 8, 1998**
 the APC by: **3:00 p.m. EDT time**
- _____ 20 FOGAs transmit cc:mail to GMC
 that states "when" applications
 were shipped, overnight
 carrier's name, phone number,
 tracking number and "expected
 arrival date". Provide

cc:mail to GMC Attention:
Sherry Fobear-McCown (cc:mail
address PIHPOST4)

July 6, 1998

____ **21** APC staff administrative time:

A. Start organization and
 management of applications
 and data base for review
 process.

July 8, 1998

1. Organize applications
2. Computer database
 system set-up, which
 includes analysis,
 validation of reports
 and awards, etc.
3. Organize training and
 panel/reviewer
 materials, etc.

B. Complete process

July 12, 1998

____ **22** APC staff provides training,
 with documentation to APC's
 supervisors, panel leaders,
 HUD reviewers, supervisors,
 and other staff with related
 responsible functional areas

July 13, 1998

____ **23** APC staff start scoring
 applications **(14)** days

July 13, 1998

____ **24** APC completes application
 process

July 24, 1998

____ **25** APC completes and validates
 data base entries into Grants
 Management Module, and
 develops/produces specific
 HQ analysis, reports and
 award package

July 27, 1998

____ **26** APC transmits to GMC:
 award letters,

PHDEP PROCESSING NOTICE

- congressional notifications,
required reports,
analysis and other related
documents July 29, 1998
- ____ 27 APC ships applications,
with transmittal letter,
applications, scoring
sheets and related
documents to PHDEP Support Center July 31, 1998
- ____ 28 Assistant Secretary PIH,
approves awards August 3, 1998
- ____ 29 GMC requests Office of
Budget to reserve approved
awards funds through the
Program Accounting
System (PAS) August 3, 1998
- ____ 30 Assistant Secretary
approves and submits
Congressional notifications
to Assistant Secretary,
Congressional and
Intergovernmental Relations August 3, 1998
- ____ 31 HQs -- Congressional and
Intergovernmental Relations
makes appropriate
notifications August 3-7, 1998
- ____ 32 GMC will provide list of
final grant awards to FOs August 14, 1998
- ____ 33 FOs transmit award letters
to grantees.
A copy must be provided to the FO
local FAD in order to reserve &
obligate funds. August 17, 1998
- ____ 34 FOs transmit letters to
applicants not awarded August 17, 1998
- ____ 35 **PHDEP Support Center** transmits

PHDEP PROCESSING NOTICE

- | | | |
|-----------|---|--------------------------------------|
| | copy of score sheets
and related materials
to FOs | August 18, 1998 |
| _____ 36 | FOs transmit grant
agreements (Form
HUD-1044) to grantees | August 30, 1998 |
| _____ 36A | FOs execute grant agreements
(Form HUD-1044) between
HUD and the grantees, and
forward copy to FAD | September 30, 1998 |
| _____ 37 | FOs enter activity budget
line items into LOCCS | September 30, 1998 |
| _____ 38 | HUD submits award list
to Federal Register. | September 30, 1998
1st Qtr Report |
| _____ 39 | FOs submit FY 98 SuperNOFA
grant status report
to GMC | September 30, 1998 |
| _____ 40 | FY 98 SuperNOFA analysis
completed by HUD's Drug Information
and Strategy Clearinghouse (DISC)
to GMC | October 10, 1998 |
| _____ 41 | GMC provides FY 1998
SuperNOFA Analysis to HQs/FOs | November 1, 1998 |
- **FO Grant Administrators may use as a checklist to mark off
when step has been completed.**

18. REPORTS

- A. As in past years, to ensure that the program schedules
are adhered to and that applicants are not adversely

affected, the below listed monitoring/tracking report is required. FOs reports shall be, but not limited to, confirmation of the following:

1. executed approval/disapproval letters to applicants;
 2. executed grant agreements (Form-HUD 1044);
 3. transmitted award letter and grant agreements (Form HUD-1044 to FAD); and
 4. input budget line items (BLIs) into LOCCS
- B. FO shall submit completion of the above status, via cc:mail, no later than October 31, 1998, to GMC, Attention Michael E. Diggs (cc:mail address for Michael E. Diggs is PIHPOST4).

For further information on processing of Public Housing Drug Elimination Program and New Approach Anti-Drug Program grant applications contact Michael E. Diggs, Director, Grants Management Center, Office of Public and Indian Housing on (202) 358-0221, extension 101.

/s/

Deborah L. Vincent
General Deputy Assistant Secretary
for Public and Indian Housing

/s/

Ira Peppercorn
General Deputy Assistant
Secretary for Housing-
Federal Housing
Commissioner

Appendix 1: Technical Corrections to SuperNOFA

Appendix 2: FY 1998 SUPERNOFA Grant Application Master Log

Appendix 2A: FY 1998 SUPERNOFA Grant Application Master Log
PHEDEP 97

Appendix 2B: FY 1998 SUPERNOFA Grant Application Master Log
PHDEP 98

Appendix 2C: FY 1998 SUPERNOFA Grant Application Master Log
New Approach

Appendix 3: FY 1998 SUPERNOFA Grant Application Screening
Field Office Checklist

Appendix 4: FY 1998 SUPERNOFA Grant Application Correctable
Deficiency Letter

Appendix 5: Environmental Requirements and Reviewer
Certification (HUD Reform Act)

Appendix 6: FY 1998 SUPERNOFA Grant Application Score Sheets
Budget Input Data Sheet, and Summary Sheet

**TECHNICAL CORRECTIONS TO
SUPERNOFA
UNIT COUNT CONFIRMATION**

[Federal Register: May 29, 1998 (Volume 63, Number 103)] [Notices] [Page 29489-29493] From the Federal Register Online via GPO Access [wais.access.gpo.gov] [DOCID:fr29my98-109]

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Part III

Department of Housing and Urban Development

Super Notices of Funding Availability (SuperNOFAs) for: Housing and Community Development Programs; Economic Development and Empowerment Programs; and Targeted Housing and Homeless Assistance Programs; Notice

[[Page 29490]]

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

[Docket No. FR-4340-C-02, FR-4363-C-02, FR-4364-C-02]

Super Notices of Funding Availability (SuperNOFAs) for: Housing and Community Development Programs; Economic Development and Empowerment Programs; and Targeted Housing and Homeless Assistance Programs; Extension of FHIP and Housing Counseling Application Deadline; Technical Corrections and Clarifications; and Announcement of OMB Approval Numbers

AGENCY: Office of the Secretary, HUD.

ACTION: Extension of FHIP and Housing Counseling Application Deadline; Announcement of OMB Approval Numbers; and Technical Corrections to SuperNOFAs.

SUMMARY: The purpose of this notice is to extend the application due dates for the Fair Housing Initiatives Program (FHIP) and the Housing Counseling Program, that were part of the funding availability notices announced in HUD's SuperNOFA for Housing and Community Development Programs (SuperNOFA I), published on March 31, 1998. The purposes of this notice are also to announce OMB approval numbers for two programs contained in the SuperNOFAs and to

correct certain technical errors that appeared in the SuperNOFAs or clarify certain provisions.

DATES: APPLICATION DUE DATES: The application due date for the Fair Housing Initiatives Program (FHIP) and the Housing Counseling Program, announced in SuperNOFA I, is extended to June 25, 1998. No other application due dates are extended by this notice.

FOR FURTHER INFORMATION CONTACT: For general information about this notice, contact Camille E. Acevedo, Assistant General Counsel for Regulations, Room 10276, Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, DC 20410; telephone (202) 708-3055 (this is not a toll-free number). Hearing or speech-impaired persons may access this number via TTY by calling the toll-free Federal Information Relay Service at 1-800-877-8339. For information concerning a particular program, please contact the office or individual listed in the "For Further Information" portion of the program section of the applicable SuperNOFA.

SUPPLEMENTARY INFORMATION:

Background

On March 31, 1998 (63 FR 15490), HUD published its SuperNOFA for Housing and Community Development Programs (SuperNOFA I). On April 30, 1998, HUD published the following NOFAs: SuperNOFA for Economic Development and Empowerment Programs (SuperNOFA II) (63 FR 23876); SuperNOFA for Targeted Housing and Homeless Assistance Programs (SuperNOFA III) (63 FR 23988); and SuperNOFA for National Competition Programs (National SuperNOFA) (63 FR 23958). The purposes of this notice are to: extend the application due date for the FHIP and Housing Counseling Programs, announced in SuperNOFA I; announce the OMB approval numbers of two programs that were part of the SuperNOFAs; to correct certain technical errors that appeared in the SuperNOFAs; and to clarify certain provisions.

Extension of FHIP and Housing Counseling Application Due Dates

In SuperNOFA I, HUD announced that the application due dates for the Fair Housing Initiatives Program (FHIP) and the Housing Counseling Program to be June 1, 1998. Due to delays in receipt of the application kits for the FHIP program from the printer, FHIP program applicants faced a hardship in not having kits available to complete their applications. Accordingly, to assist FHIP program applicants, HUD is extending the application due date for the FHIP and Housing Counseling programs to June 25, 1998.

Announcement of OMB Approval Numbers

In SuperNOFA II, HUD noted that the OMB approval for the Local Lead Hazard Awareness Campaign program was pending (see 63 FR 23880). In the National SuperNOFA, HUD noted that the OMB approval number for the National Lead Hazard Awareness Campaign was pending (see 63 FR 23961). Since publication of these two SuperNOFAs, both OMB approval numbers have been received and they are, respectively: 2539-0013 and 2539-0014. Please note that in accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520), an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

Federal Register Correction of Printing Errors

In addition to the corrections being made by this notice, the Department notes that in the printing of SuperNOFA I, two printing errors were made and these errors were corrected by the Federal Register in the Federal Register issue of Tuesday, May 5, 1998 (see 63 FR 24843). Those corrections pertained to the Public Housing Drug Elimination program section of SuperNOFA I (beginning at 63 FR 15586). For the convenience of the reader, the corrections published on May 5, 1998 are as follows: 1. On page 15587, in the first column, in paragraph (c)(iii) in the second line, "24,000" should be "25,000." 2. On page 15587, in the second column, in the first line "\$250,000 per unit" should read "\$250.00 per unit."

Corrections and Clarifications Made by This Notice

This notice corrects editorial and technical errors that have been identified in various program sections of SuperNOFAs I, II, and III. Accordingly, the following corrections are made: I. In the SuperNOFA for Housing and Community Development Programs (SuperNOFA I), notice document 98-8102, beginning at 63 FR 15490, in the issue of Tuesday, March 31, 1998, the following corrections are made: A. General Section of the SuperNOFA, Beginning at 63 FR 15493 1. On page 15496, in the middle column, under Section IV (captioned "Application Submission Requirements"), a new sentence is added at the end of that section to read as follows:

Whenever a provision of an application kit for one of the programs included in this SuperNOFA is inconsistent with a provision of this SuperNOFA, the provision of the SuperNOFA will prevail.

B. Historically Black Colleges and Universities (HBCUs)

Program Section of SuperNOFA I, Beginning at 63 FR 15527 1. On page 15529, in the middle column, the last sentence of the first paragraph of Section II(A)(2) is removed. C. Fair Housing Initiatives Program Section of SuperNOFA I, Beginning at 63 FR 15536 1. On page 15539, in the third column, in Section II(A)(4), captioned "Project Starting Period," the date of "October 1, 1998" in this paragraph is replaced with the phrase "90 days from the date of the grant award." 2. On page 15539, in the third column, in the first sentence of Section

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II(A)(10), captioned "Outreach Expenses," the words "Enforcement (PEI/FHOI)" are inserted before the word "Applications." D. Housing Counseling Program section of SuperNOFA I, beginning at 63 FR 15545. 1. On page 15549, in the middle column, in Section I(C)(1)(b)(ii), captioned "National, Regional, or Multi-State Intermediaries," the second to the last sentence of this paragraph (ii) is removed. 2. On page 15550, in the first column, the "Note" under Section I(D)(2) is corrected by removing the words "or State housing finance agency" in line 6 of the Note. E. Revitalization of Severely Distressed Public Housing (HOPE VI Revitalization) program section of SuperNOFA I, beginning at 63 FR 15577. 1. On page 15577, under "Application Due Date," the phrase "12:00 pm Eastern time" should be "12:00 midnight, Eastern time." 2. On page 15583, in the third column, a new paragraph (d) is added to Section III(C)(1), and on page 15584, in the first column, a new paragraph (d) is added to Section III(C)(2), and both new paragraphs (d) read as follows:

If two or more applications have the same score and there are insufficient funds to fund all of them, the application(s) with the highest score for the Soundness of Approach rating factor shall be selected for funding. If a tie still remains, the application(s) with the highest score for the Capacity of the Applicant and Relevant Organizational Experience rating factor shall be selected. Further tied applications will be selected by their scores in the Need/Extent of Problem, Leveraging Resources, and Comprehensiveness and Coordination rating factors, in that order. F. Public Housing Drug Elimination Program section of SuperNOFA I, beginning at 63 FR 15586. 1. On page 15587, first column, in Section I(C)(3)(a), a second paragraph is added to paragraph (a) so that paragraph (a) reads as follows:

(a) PHAs: The unit count includes rental, Turnkey III Homeownership and Section 23 leased housing bond-financed projects. PHAs preparing PHDEP applications are required to confirm/ validate the unit count with the local Field Office (Office of Public Housing) before the application is submitted. Field Offices shall not include non-Federally Assisted Housing located in High Intensity Drug-Trafficking Areas in the unit count. Confirmation/Validation may be given if the unit count to be used for a particular program (e.g., PHA-Owned Rental) is the same as the unit count reflected on a PHA's most recently approved Operating Budget (Form HUD-52564) and/or subsidy calculation (Form HUD-52723) submitted for that program. Field Offices that have PHAs that are not required to submit either of these forms may confirm/validate the PHDEP unit count if it is the same as the most recently submitted Form HUD-51234. Note: In determining the unit count for PHA-Owned Rental Housing, a long-term vacancy unit as defined in 24 CFR 990.102 is included in the count.

2. On page 15587, first column, in the first sentence of the second paragraph of Section I(C)(3)(b) the words "and occupied" is removed so that the sentence reads: "Eligible units are those units which are under management and fully developed." 3. On page 15587, first column, a third paragraph is added to paragraph (b) of Section I(C)(3) to read as follows:

Use the number of units counted as Formula Current Assisted Stock for Fiscal Year 1998 as defined in 24 CFR 1000.316. Tribes who have not previously received funds from the Department under the 1937 Act should count housing units under management that are owned and operated by the tribe and are identified in their housing inventory as of September 30, 1997.

4. On page 15587, first column, in Section I(C)(3)(c)(iv), "\$30 million" should read "\$35 million." 5. On page 15592, in the third column, a new paragraph (10) is added to Section I(E) to read as follows:

(10) High Intensity Drug Trafficking Areas (HIDTAs). Funding may be used for the activities to eliminate drug-related crime in housing owned by public housing agencies that is not public housing assisted under the United States Housing Act of 1937 and is not otherwise federally assisted (for example, housing that receives tenant subsidies under Section 8 is federally assisted and would not qualify, but housing that receives only State, Tribal or local assistance would qualify if they meet all of the following: (i) The housing is located in a high intensity drug trafficking area designated pursuant to Section 1005 of the Anti-Drug Abuse Act of 1988; and (ii) The PHA owning the housing demonstrates, on the basis of information submitted that the drug-related crime at the housing authority has a detrimental affect on or about the housing. The High Intensity Drug

Trafficking Areas are areas identified as having problems that adversely impact the rest of the country. These areas are designated as HIDTAs by the Director, Office of National Drug Control Policy (ONDCP), pursuant to the Anti-Drug Abuse Act of 1988. As of May 1998 the following areas were confirmed by the ONDCP as designated HIDTAs:

--New York HIDTA consists of the city of New York and all the municipalities therein and Nassau, Suffolk, and Westchester Counties in New York); --New Jersey HIDTA consists of Union, Hudson, Essex, Bergen, and Passaic Counties and all municipalities in New Jersey; --Washington, DC--Baltimore HIDTA consists of Washington, DC; the city of Baltimore, and Baltimore, Howard, Anne Arundel, Prince George's, Montgomery and Charles Counties (in Maryland); and the city of Alexandria and Arlington, Fairfax, Prince William, and Loudoun Counties (in Virginia) and all municipalities therein; --South Florida HIDTA consists of the city of Miami and the surrounding areas of Broward, Dade, and Monroe Counties and all municipalities therein; --Houston HIDTA consists of the city of Houston and surrounding areas of Harris, and Galveston Counties and all municipalities therein; --Lake County HIDTA consists of Lake County, Indiana, and all municipalities therein; --Gulf Coast HIDTA consist of Baldwin, Jefferson, Mobile, and Montgomery Counties (in Alabama); Caddo, East Baton Rouge, Jefferson, and Orleans Parishes (in Louisiana); and Hancock, Harrison, Hinds, and Jackson Counties (in Mississippi) and the municipalities therein; --Midwest HIDTA consists of Muscatine, Polk, Pottawattamie, Scott and Woodbury Counties (in Iowa); Cherokee, Crawford, Johnson, Labette, Leavenworth, Saline, Seward, and Wyandotte Counties (in Kansas); Cape Garardeau, Christian, Clay, Jackson, Lafayette, Lawrence, Ray, Scott, and St. Charles Counties, and the City of St. Louis, MO (in Missouri); Dakota, Dawson, Douglas, Hall, Lancaster, Sarpy, and Scott's Bluff Counties (in Nebraska); Clay, Codington, Custer, Fall River, Lawrence, Lincoln, Meade, Minnehaha, Penninton, Union, and Yankton Counties (in South Dakota); and all municipalities therein; --Rocky Mountains HIDTA consists of Adams, Arapahoe, Denver, Douglas, Eagle, El Pasco, Garfield, Jefferson, La Plate, and Mesa Counties (in Colorado); Davis, Salt Lake, Summit, Utah, and Weber Counties (in Utah); Laramie, Natrona, and Sweetwater Counties (in Wyoming) and all municipalities therein; --Southwest Border HIDTA consists of San Diego and Imperial Counties (in California), and all municipalities therein; Yuma, Maricopa, Pinal, Pima, Santa Cruz, and Cochise Counties, (in Arizona) and all municipalities therein; Bernalillo, Hidalgo, Grant, Luna, Dona Ana, Eddy, Lea, and Otero, Chaves, and Lincoln Counties, (in New Mexico) and all municipalities therein; El Paso, Hudspeth, Culberson, Jeff Davis, Presidio, Brewster, Pecos, Terrell, Crockett Counties (in West Texas) and all municipalities therein; Bexar, Val Verde, Kinney, Maverick, Zavala, Dimmit, La Salle, Webb, Zapata, Jim Hogg, Starr, Hildago, Willacy and Cameron Countries (in South Texas) and all municipalities therein; --Northwest HIDTA consists of King, Pierce, Skagit, Snohomish, Thurston, Whatcom and Yakima Counties (in the State of Washington) and all municipalities therein; --Los Angeles HIDTA consists of the city of Los Angeles and surrounding areas of Los Angeles, Orange, Riverside, and San Bernadino Counties, and all municipalities therein; and

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--Puerto Rico/U.S. Virgin Islands HIDTA consists of the U.S. territories of Puerto Rico and the Virgin Islands. --San Francisco Bay Area HIDTA consists of Alameda, Contra Costa, Lake, Marin, Monterey, San Francisco, San Mateo, Santa Clara, Santa Cruz, Sonoma counties and all the municipalities therein. --Appalachia HIDTA consist of Adair, Bell, Breathitt, Clay, Clinton, Cumberland, Floyd, Harlan, Jackson, Knott, Knox, Laurel, Lee, Leslie, McCreary, Magoffin, Marion, Monroe, Owsley, Perry, Pike, Pulaski, Rockcastle, Taylor, Wayne. and Whitley counties in Kentucky; Boone, Braxton, Cabell, Gilmer, Lewis, Lincoln, Logan, Mason, McDowell, Mingo and Wayne Counties in West Virginia, Bledsoe, Campbell, Claiborne, Clay, Cocke, Cumberland, Fentress, Franklin, Grainger, Greene, Grundy, Hamblen, Hancock, Hawkins, Jackson, Jefferson, Macon, Marion, Overton. Pickett, Putnam, Rhea, Scott, Sequatchie, Sevier, Unicoi, Van Buren and White Counties in Tennessee and all the municipalities therein. --Central Florida HIDTA consists of Hillsborough, Orange, Osceola, Pinellas, Polk, Seminole, and Volusia counties and all the municipalities therein. --Chicago HIDTA consists of Cook County, incorporating the City of Chicago. --Atlanta HIDTA consists of Fulton, Dekalb counties and the City of Atlanta. --Milwaukee HIDTA consists of Milwaukee county and all the municipalities therein. --Southeastern Michigan HIDTA consists of Wayne, Oakland, Macomb, and Washtenaw counties and all the municipalities therein. --Philadelphia/Camden HIDTA: consists of the Cities of Philadelphia and Camden.

For further information on HIDTAs contact Rick Yamamoto, at the ONDCP, Executive Office of the President, Washington, DC 20500 on (202) 395-6755 and/or La'Wan Sweetenberg on (202) 395-6603, fax (202) 395-6721. Field Offices in validating the unit count shall not include Non-Federally Assisted Housing units located in High Intensity Drug-Trafficking Areas.

6. On page 15596, in the third column, a second paragraph is added to Section IV (captioned "Application Submission Requirement") to read as follows:

An applicant shall submit only one application, per housing authority, for each drug elimination program contained in this program section of the SuperNOFA. Joint applications are permitted only in those cases where HAS have a single administration (such as HAS managing another HA under contract or HAS sharing a common executive director). In those cases, a separate budget, plan and timetable and unit count shall be supplied in the application.

7. On page 15596, in the third column, a new Section VII is added to read as follows: VII. Term of Grant Agreement.

Terms of the FY 1997 and FY 1998 PHDEP grant agreement shall not exceed 24 months from the execution date of the grant agreement (Form 1044). Grant extensions during the FY 1997 and FY 1998 PHDEP funding round are not permitted. Any funds not expended at the end of the FY 1997 and FY 1998 PHDEP grant term shall be remitted to HUD.

F. Drug Elimination Grants for Federally Assisted Low-Income Housing (Multifamily Housing Drug Elimination) Program section of SuperNOFA, beginning at 63 FR 15607. 1. On page 15608, in the first column, under Section I(C), the last sentence of that section which begins "Owners of Section 8 tenant- based. * * *" is succeeded by two new paragraphs that read as follows:

HUD inadvertently failed to include tie-breaker language in the selection criteria for the FY 97 DEG funding round. As a result, the application submitted by the Calib Foundation on behalf of Village Heights Apartments, which received the same rating as another selected grantee, was not selected. HUD will correct this oversight by funding Village Heights in the amount of \$125,000 from the FY 98 allocation. HUD is also revising this year's selection process to include tie-breaker language. At this time, HUD is aware of only this one tie-breaker situation. However, in the event that other applicants notify HUD of similar situations and HUD can confirm that an applicant was not selected due to a tie score with a selected grantee, HUD will take additional corrective funding actions.

2. On page 15610, in the first column, under Section III, a new paragraph (C) is added to read as follows:

(C) Tie-Breaker Situations. If two or more applications have the same score and there are insufficient funds to fund all of them, the application(s) with the highest score for the Soundness of Approach rating factor shall be selected for funding. If a tie still remains, the application(s) with the highest score for the Capacity of the Applicant and Relevant Organizational Experience rating factor shall be selected. Further tied applications will be selected by their scores in the Need/Extent of Problem, Leveraging Resources, and Comprehensiveness and Coordination rating factors, in that order.

II. In the SuperNOFA for Economic Development and Empowerment Programs (SuperNOFA II), notice document 98-11392, beginning at 63 FR 23876, in the issue of Thursday, April 30, 1998, the following corrections are made: A. Introduction to the SuperNOFA Process, beginning at 63 FR 23877. 1. On page 23878, in the middle column, the last sentence of this column is corrected to read: "The Programs Section of the SuperNOFA describes each program for which funding is being competed under this SuperNOFA." 2. On page 23880, in the first column, an asterisk is placed after the following program name "Intermediaries Technical Assistance Grant Program." and a footnote is placed at the end of the chart that contains the Intermediaries Technical Assistance Program and Outreach and Training Grants for Technical Assistance Program to read as follows: "\$1,000,000 is currently available in FY 1998, and \$8,000,000 is subject to appropriations in FY 1999." B. General Section of the SuperNOFA, beginning on 63 FR 23881. On page 23884, in the middle column, under Section IV (captioned "Application Submission Requirements"), a new sentence is added at the section to read as follows:

Whenever a provision of an application kit for one of the programs included in this SuperNOFA is inconsistent with a provision of this SuperNOFA, the provision of the SuperNOFA will prevail.

III. In the SuperNOFA for Targeted Housing and Homeless Assistance Programs (SuperNOFA III), notice document 98-11400, beginning at 63 FR 23988, in the issue of Thursday, April 30, 1998, the following corrections are made: A. Introduction to the SuperNOFA Process, beginning at 63 FR 23989. 1. On page 23990, in the middle column, the third sentence of the third paragraph in the middle column is corrected to read: "The Programs Section of the SuperNOFA describes each program for which funding is being competed under this SuperNOFA." B. General Section of the SuperNOFA, beginning at 63 FR 23992. 1. On page 23995, in the first column, under Section IV (captioned "Application Submission Requirements"), a new sentence is added at the section to read as

follows:

Whenever a provision of an application kit for one of the programs included in this SuperNOFA is inconsistent with a provision of this SuperNOFA, the provision of the SuperNOFA will prevail.

C. Housing Opportunities for Persons with AIDS (HOPWA) Program section of SuperNOFA III, beginning at 63 FR 24007. 1. On page 24011, in the middle column, under Section III(D), the reference to "Section III(C)(2) of the General Section" in the third sentence of paragraph (D) should read "Section III(C) of the General Section." D. Section 202 Supportive Housing for the Elderly Program section of SuperNOFA III, beginning at 63 FR 24015. 1. On page 24025, in the first column, the first sentence of the second paragraph of Section I(D) is corrected by replacing the phrase "three (3) or more Hubs" with "a single Hub."

[[Page 29493]]

E. Section 811 Supportive Housing for Persons with Disabilities Program section of SuperNOFA III, beginning at 63 FR 24031. 1. On page 24034, in the third column, a new paragraph is added to Section I(C) which precedes the last paragraph that begins "The Section 811 capital advance * * *." The new paragraph reads as follows:

As a result of a rating error in the Boston Office, the application submitted by Employment Options, Inc. was not selected for funding under the Fiscal Year 1997 Section 811 Program of Supportive Housing for Persons with Disabilities. Since this was a HUD error, the application will be funded from the Fiscal Year 1998 allocation to the Boston Office.

2. On page 24035, the chart is amended by placing an asterisk (*) next to the word "Boston" in the first column and adding the following footnote at the bottom of the chart on page 24035.

This amount includes Capital Advance Authority of \$529,300 to fund Employment Options, Inc., Marlborough, Massachusetts. Since this 6-unit project was not selected in Fiscal Year 1997 by HUD error, this application will be funded from the Fiscal Year 1998 allocation to the Boston Office.

3. On page 24039, in the first column, the first sentence of the second paragraph of Section I(D) is corrected by replacing the phrase "three (3) or more Hubs" with "a single Hub." 4. On page 24039, in the first column, a new paragraph (h) is added to Section I(E)(2) to read: "(h) Intermediate care facilities." 5. On page 24044, in the third column, in Section IV(B)(5)(f), the last sentence of the paragraph which precedes the second "Note" which appears in the third column, is revised to read as follows, and is followed by a new sentence:

In order for applications submitted with site control to be eligible for bonus points for site control, this information would have to be submitted to the local HUD Office no later than 30 days after the application submission deadline date. Otherwise, the application will be considered as a "site identified" application and will not receive bonus points for site control.

Dated: May 22, 1998. Saul N. Ramirez, Jr., Acting Deputy Secretary. [FR Doc. 98-14246 Filed 5-26-98; 2:36 pm] BILLING CODE 4210-32-P

APPENDIX 2:

FY 1998 SUPERNOFA GRANT APPLICATION MASTER LOGS

INSTRUCTIONS

TYPE OF GRANT (CIRCLE ONE): **PHDEP 97 - PHDEP 98 - NEW APPROACH**

1. The Master Log must be typed, ensuring that all items are complete.
2. Attach a photocopy of the adding machine tape which verifies the total amount of funding requested.
3. # HAs on column 1 and add page #s as required.
4. FAX Application Master Log to GMC on fax number

(202) 358-0246 or 0258, Attention: Vivian Williams/Sherry

Fobear-McCown, phone number (202) 358-0312, extension

126/127, by **Friday, June 19, 1998** COB). AONAPs fax copy of

Master Logs to the ONAP-APC in Denver, Colorado at (303)

675-1660, Attention: Tracy Outlaw, phone number (303) 675-

1600.

FY 1998 NOFA GRANT APPLICATION MASTER LOG

#	HA CODE	HA NAME	DATE	TIME	LOGGED IN BY:	FUNDS REQUESTED:

Total funds requested by applicants \$ _____

Field Office _____ FOGA name: _____

FY 1998 NOFA GRANT APPLICATION MASTER LOG

APPENDIX 2B

PHDEP 98

#	HA CODE	HA NAME	DATE	TIME	LOGGED IN BY:	FUNDS REQUESTED:

Total funds requested by applicants \$ _____

Field Office _____ FOGA name: _____

APPENDIX 2C
NEW APPROACH

FY 1998 NOFA GRANT APPLICATION MASTER LOG

#	PROJECT#	OWNER/APPL NAME	DATE	TIME	LOGGED IN BY:	FUNDS REQUESTED:

Total funds requested by applicants \$ _____

Field Office _____ FOGA name: _____

APPENDIX 3:

**FY 1998 SUPERNOfA GRANT APPLICATION FIELD OFFICE
SCREENING CHECKLIST - PHDEP**

TYPE OF GRANT, CIRCLE ONE: **'97 PHDEP - '98 PHDEP**

SECTION 1. FIELD OFFICE GRANT APPLICATION SCREENING CHECKLIST

HA Name: _____

HA Code: _____

Field Office: _____

Requested Grant Term in Months: _____

Total funds requested: \$ _____

SECTION 2. THRESHOLD CRITERIA

THRESHOLD MET?

YES NO

1. _____ Includes Program Plan Evaluation?
- 2 _____ HA obtained FO verification prior to submission of
 application? Provide date of and person verifying
 unit count: _____
3. _____ Description of collaborative relationships with
 other agencies?
4. _____ Coordination with EZ/Welfare Reform?
5. _____ Plans to increase use of housing authority
 community facilities?
6. _____ "One Strike-You're Out" Elements?
7. _____ Fair Housing violations/charges? Consult with FHEO

SECTION 3.**FIELD OFFICE SUPERVISOR -- APPLICATION SCREENING
CHECKLIST****SCREENING PROCESS**

TABS	COMPLETED		TAB IN APPLICATION
	YES	NO	
1	___	___	Applicant cover letter
2	___	___	Applicant Data Input Form
3	___	___	SF-424 Application for Federal Assistance
4	___	___	SF-424A Budget Information, with budget narrative(s)/and supporting documentation
5	___	___	SF-424B Assurances
6	___	___	Form HUD-2880 Applicant/Recipient Disclosure/Update Report
7	___	___	Rating Factor 1: Capacity
8	___	___	Rating Factor 2: Need
9	___	___	Rating Factor 3: Quality of Plan
9A	___	___	- Implementation Schedule/Activity timetable
9B	___	___	- Personnel Position Descriptions (if applicable)
10	___	___	Rating Factor 4: Leveraging Resources
11	___	___	Rating Factor 5: Comprehensiveness/Coord.
12A	___	___	- Summary of Written Resident Comments
12B	___	___	- Letters of Commitment (if applicable)
13	___	___	Certifications
13A	___	___	- RMC, RC and RO certification
13B	___	___	- As applicable drug treatment program

			certification
13C	___	___	- As applicable Law Enforcement certification
13D	___	___	- Form HUD-50070 - Certification Drug-free Workplace
13E	___	___	- Chief Executive Officer (CEO) certification
13F	___	___	- HUD-50071 - Certification of Payments to Influence Federal Transactions
13G	___	___	- SL-LLL - Disclosure of Lobbying Activities Certification
13H	___	___	- Certification of Debarment and Suspension
13I	___	___	- Law Enforcement Records and Medical/Disability Information Certification
13J	___	___	- Certification of Consistency with Consolidated Plan (curable if applicant not included in State Plan and could not obtain)
13K	___	___	- Certification of Consistency with EZ/EC
14	___	___	- Program Plan Evaluation (Threshold for PHDEP)
15	___	___	- Congressional Notification Information
16	___	___	- Acknowledgement of Application Receipt

SECTION 4. **OTHER**

	COMPLETED		
	YES	NO	ACTION TAKEN
1.	___	___	Are all computations in the SF-424A (budget) and budget narrative complete and correct?
1A	___	___	Did the FO review the SF-424A and narrative to check for duplication of funds with other HUD programs? ANSWER YES OR NO.
1B	___	___	If yes, were any duplication of funds found? ANSWER YES OR NO. If Yes, explain/ (Review SF-424A and Tab 1)
2.	___	___	Did the FO verify the UNIT COUNT? Name of

3. _____ **person verifying and date of confirmation:**
Does the amount requested **EXCEED THE MAXIMUM GRANT AMOUNT PERMITTED?** If an error was identified, please explain actions taken in specific comment section below.

SECTION 5. FIELD OFFICE SUMMARY OF ACTIONS

Were technical deficiencies noted:

Yes ___ ** No ___ **(explain below)

Were curable technical deficiencies corrected:

Yes ___ **No ___ **(explain below)

APPLICATION FULLY ACCEPTABLE:

Yes ___ No ___ (Explain below)

Application screened by (print): _____

Verification of the above:

(FOGA Signature) Date: _____

As applicable specific comments by FOGA: If applicable, attach comments.

**APPENDIX 3A: FY 1998 SUPERNOfA GRANT APPLICATION FIELD OFFICE
SCREENING CHECKLIST - NEW APPROACH ANTI-DRUG PRGM**

SECTION 1. FIELD OFFICE GRANT APPLICATION SCREENING CHECKLIST

Applicant Name: _____

Project Name: _____

Project Number: _____

Field Office: _____

Requested Grant Term in Months: _____

Total funds requested: \$ _____

SECTION 2. THRESHOLD CRITERIA

THRESHOLD MET?

YES NO

1. _____ Applicant have any Fair Housing Violations? Check
with FHEO.

**SECTION 3. FIELD OFFICE SUPERVISOR -- APPLICATION SCREENING
CHECKLIST**

SCREENING PROCESS

TABS COMPLETED
YES NO

TAB IN APPLICATION

- | | | | | |
|---|-----|-----|---|--|
| 1 | ___ | ___ | - | Lead Applicant Data Input Form |
| 2 | ___ | ___ | - | SF-424 Application for Federal Assistance |
| 3 | ___ | ___ | - | SF-424A Budget Information, with budget
narrative(s)/and supporting documentation |
| 4 | ___ | ___ | - | SF-424B Assurances |
| 5 | ___ | ___ | - | Form HUD-2880 Applicant/Recipient
Disclosure/Update Report |

6	___	___	-	Rating Factor 1: Capacity
7	___	___	-	Rating Factor 2: Need
8	___	___		Rating Factor 3: Quality of Plan
8A	___	___	-	Implementation Schedule/Activity timetable
8B	___	___	-	Personnel Position Descriptions (if applicable)
9	___	___	-	Rating Factor 4: Leveraging Resources
10	___	___	-	Rating Factor 5: Comprehensiveness/Coord.
11	___	___	-	CERTIFICATIONS
11A	___	___	-	Certification of Debarment and Suspension
11B	___	___	-	Form HUD-50070 - Certification for a Drug-Free Workplace
11C	___	___	-	Form HUD-50071 - Certification of Payments to Influence Federal Transactions
11D	___	___	-	SL-LLL - Disclosure of Lobbying Activities
11F	___	___	-	Certification of Consistency with Consolidated Plan (curable if applicant not included in State Plan and could not obtain)
11G	___	___	-	Certification of Consistency with EZ/EC Strategic Plan
11H	___	___	-	Certification by Resident Management Corporations, Resident Councils, Resident Organizations, and Residents
12	___	___	-	Congressional Notification Information
13	___	___	-	Acknowledgement of Application Receipt

SECTION 4. **OTHER**

COMPLETED

YES NO ACTION TAKEN

1. _____ Are all computations in the SF-424A (budget) and budget narrative complete and correct?
- 1A _____ Did the FO review the SF-424A and narrative to check for duplication of funds with other HUD programs? **ANSWER YES OR NO.**
- 1B _____ If yes, were any duplication of funds found? **ANSWER YES OR NO.** If Yes, explain/ (Review SF-424A and Tab 1)
2. _____ **Did the FO verify the UNIT COUNT? Name of person verifying and date of confirmation:**
- _____
3. _____ Does the amount requested **EXCEED THE MAXIMUM GRANT AMOUNT PERMITTED?** If an error was identified, please explain actions taken in specific comment section below.

SECTION 5. **FIELD OFFICE SUMMARY OF ACTIONS**

Were technical deficiencies noted:

Yes ___ ** No ___ **(explain below)

Were curable technical deficiencies corrected:

Yes ___ **No ___ **(explain below)

APPLICATION FULLY ACCEPTABLE:

Yes ___ No ___ (Explain below)

Application screened by (print): _____

Verification of the above:

(FOGA Signature)

Date: _____

As applicable specific comments by FOGA: (Use additional paper if necessary)

APPENDIX 4 FY 1998 FIELD OFFICE CORRECTABLE DEFICIENCIES LOG

FY 1998 FIELD OFFICE CORRECTABLE DEFICIENCIES LOG
MASTER LOG - TYPE OF GRANT-CIRCLE ONE: 97 PHDEP 98 PHDEP NEW APPROACH

MASTER LOG - TYPE OF GRANT-CIRCLE ONE: 97 PHDEP 98 PHDEP NEW APPROACH

MASTER LOG - TYPE OF GRANT-CIRCLE ONE: 97 PHDEP 98 PHDEP NEW APPROACH

MASTER LOG - TYPE OF GRANT-CIRCLE ONE: 97 PHDEP 98 PHDEP NEW APPROACH

[illegible]

**APPENDIX 4A: SAMPLE FY 1998 SUPERNOfA FIELD OFFICE GRANT
APPLICATION DEFICIENCY LETTER
SAMPLE - ONLY**

Applicant
Address

SUBJECT: PHDEP 97/PHDEP 98/New Approach Application

Dear Executive Director (Name):

Thank you for your recent TYPE OF GRANT application submission for the FY 1998 SuperNOFA. The (Name of Local HUD HUB Field Office) has conducted the initial screening of your application. Your submission was found technically deficient in the following areas:

(SAMPLE)

- 1.
- 2.
- 3.

Please provide the additional information and/or corrected certification(s) for the identified deficiencies within 14 days from the date of this letter. Please submit your corrections to:

Name of Local HUB Field Office
Address
Name of contact person
Phone Number
Fax Number

If you have any questions, please contact (Insert contact name and phone number).

Thank you for your interest in the Department's programs.

Sincerely,

APPENDIX 5: ENVIRONMENTAL REQUIREMENTS/REVIEWER CERTIFICATION

ENVIRONMENTAL REQUIREMENTS

NO ENVIRONMENTAL REQUIREMENTS ARE ANTICIPATED FOR PHDEP APPLICATIONS

For NAADP applications, if the applicant proposes to fund new construction, rehabilitation (not including retrofitting), or real property acquisition, the field office shall identify the application as needing an environmental review. The field office shall complete the environmental review as early as possible and document its finding on Form HUD 4128. The environmental review shall be completed before the field office completes its evaluation of the application. Should the environmental review indicate adverse environmental impacts, the application may be downgraded or rejected (63 FR 15601). The PIH Division Director shall sign Item 14 of the 4128 as "HUD Approving official" and shall retain the 4128 in the field office project file and forward any project environmental deficiencies attached to the rating sheets to the public Housing Grants Management Center including any environmental conditions that should be made a part of any grant approval packages.

APPENDIX 5A

REVIEWER CERTIFICATION

HUD REFORM ACT PROVISIONS FOR REVIEWERS

The HUD Reform Act of 1989 prohibits any applicant from gaining an advantage in the competition as a result of receiving confidential information. The Final Rule, (24 CFR Part 4), "Prohibition of Advance Disclosure of Funding Decisions" implements Section 103 of the Reform Act, which specifically prohibits advance disclosure of the following:

- 1) Information regarding an applicant's relative standing;
- 2) Amount of assistance requested by any other applicant;
- 3) Identify of any other applicant;
- 4) Number of applications; and
- 5) Any other information contained in another application.

I understand the provisions of this regulation:

Reviewer Signature_____

Date_____

**APPENDIX 6: FY 1998 SCORE SHEETS AND SUMMARY SHEET FOR FACTORS
 1 THROUGH 5**

**SEE ATTACHED SUMMARY SHEET AND
SCORE SHEETS FOR 1 THROUGH 5**

FY 1998 SCORING FACTORS for Public and Indian Housing DRUG ELIMINATION PROGRAMS PHDEP and NAADP

SUMMARY SHEET

APPLICANT NAME: _____

APPLICATION TYPE: ____ '97 PHDEP ____ '98 PHDEP ____ New Approach

IDENTIFIER
(HA CODE OR PROJECT#) _____

EZ/EC		Max. 2
Factor 1		Max. 20
Factor 2		Max. 25
Factor 3		Max. 35
Factor 4		Max. 10
Factor 5		Max. 10

Grand Total Score _____

Maximum Points Possible ____ 102 ____

APC Reviewer Signature _____ Date _____

Panel Leader Signature _____ Date _____

APC Prog. Mgr/Asst. Signature _____ Date _____

FOGA Signature _____ Date _____

FY 1998 FINAL BUDGET DATA

INPUT SHEET

Instructions: This sheet is to be completed using information from the SF-424A, Budget Information, with budget Narrative and supporting documentation found in Tab 4 for PHDEP, and Tab 3 for New Approach applications. FOs shall complete the third column (funds requested) and submit with the completed score sheets for each application. APC staff shall complete column 4 (approved amounts) once Factors 2 and 3 have been scored, and ineligible activities and/or costs have been identified.

Sections 2 and 3 of the Budget Input Sheet identify ineligible activities or costs and special conditions if application is funded. To the extent FOs identify ineligible activities/costs and/or special conditions during the rating of Factors 1, 4, and 5, such shall be noted on this form. APC staff will add to ineligible activities and special conditions as necessary, upon completion of reviewing Factors 2 and 3.

SECTION 1. DATA INPUT SHEET

Applicant Name:
HA Code/Project #:

TYPE OF GRANT: ____ '97 PHDEP ____ '98 PHDEP ____ NEW APPROACH

ITEM	ACTIVITY	FO FUNDS REQUESTED	APC APPROVED AMOUNT
9110	Reimbursement of Law Enforcement	\$_____	\$_____
	1. Dedicated PH Division/Bureau	\$_____	\$_____
TOTAL 9110 BLI FUNDING		\$_____	\$_____
9120	Employment of Security Personnel		
	1. HA employed security guards.	\$_____	\$_____

2. Contracted security guards	\$_____	\$_____
3. HA Police Depts.	\$_____	\$_____
TOTAL 9120 BLI FUNDING	\$_____	\$_____
9130 Employment of Investigators	\$_____	\$_____
9140 Voluntary Tenant Patrols	\$_____	\$_____
9150 Physical Improvements	\$_____	\$_____
PROGRAMS TO REDUCE ILLEGAL DRUGS		
9160 Drug Prevention	\$_____	\$_____
9170 Drug Intervention	\$_____	\$_____
9180 Drug Treatment	\$_____	\$_____
GRANT ADMINISTRATIVE COSTS		
9190 Other Program costs	\$_____	\$_____
TOTAL FUNDS REQUESTED		
If applicable, total funding after adjustments listed in Section 2	\$_____	\$_____

I have verified the unit count at_____

FOGA Signature_____ Date_____

APC Panel Leader
Signature _____ Date_____

Budget Data Input Sheet

Section 2. INELIGIBLE ACTIVITIES

Applicant Name:

HA Code/Project #:

TYPE OF GRANT: _____ '97 PHDEP _____ '98 PHDEP _____ NEW APPROACH

The reviewer(s) must list any ineligible items by activity and cost objective from budget and deduct from the requested funding amount.

All deductions must be justified with comment by the scorer and verified by a panel leader.

INELIGIBLE ACTIVITY/COST	AMOUNT DEDUCTED	TAB# PAGE#	JUSTIFICATION
--------------------------	--------------------	---------------	---------------

Budget Data Input Sheet

**Section 3. IF APPLICABLE, SPECIAL CONDITIONS TO GRANT AGREEMENT
(FORM HUD-1044). COMPLETED BY FO AND APC STAFF**

Applicant Name:

HA Code/Project #:

TYPE OF GRANT: _____ '97 PHDEP _____ '98 PHDEP _____ NEW APPROACH

SPECIAL CONDITIONS:

FY 1998 SCORING FACTORS EZ/EC

APPLICANT NAME: _____
FO REVIEWER NAME _____
DATE OF REVIEW _____
IDENTIFIER (HA CODE OR PROJECT
#) _____

Has the applicant certified that its activities/projects
(must be eligible) are in a Federally designated EZ/EC and
that it serves the EZ/EC residents and that its
activities/projects are consistent with the EZ/EC strategic
plan.

_____2 point if yes

_____0 points if no

FOGA Signature_____

Date_____

FY 1998 SCORING FACTORS

FACTOR 1 (PHDEP)

(To be completed by field offices)

APPLICANT NAME: _____
IDENTIFIER (HA CODE OR PROJECT
#) _____

CAPACITY OF THE APPLICANT AND RELEVANT ORGANIZATIONAL EXPERIENCE

MAXIMUM POINTS: 20

This factor addresses the extent to which applicant has resources to successfully implement the proposed activities in a timely manner. Rating includes any subcontractors, consultants, sub-recipients, and members of consortia committed to project. It is divided into four sub-factors and scores, as follows.

1. KNOWLEDGE AND EXPERIENCE OF STAFF IN
MANAGING GRANTS (5 points maximum) _____
2. PERFORMANCE IN MANAGING DRUG ELIMINATION
FUNDING OVER PREVIOUS 5 YEARS (5 points maximum) _____
3. SUBMISSION OF EVIDENCE OF EFFORTS TO REDUCE
OTHER DRUG-RELATED CRIME (7 points maximum) _____
4. PERFORMANCE IN ADMINISTERING OTHER GRANTS
(3 points maximum) _____
- TOTAL (20 points maximum) _____

A detailed description of each sub-factor follows. After they are rated, copy scores above, then total.

FO Reviewer Signature _____ Date _____

FOGA Signature _____ Date _____

Applicant name or identifier_____

Reviewers shall consider PHMAP, physical inspections, monitoring records, audits, and LOCCS reports. When making comments, indicate the Tab and page number in the application containing the information on which the comments and score are based.

[illegible][illegible]

10

FACTOR 1 PHDEP contd.

Applicant name or identifier_____

2. PERFORMANCE IN MANAGING DRUG ELIMINATION FUNDING OVER PREVIOUS 5 YEARS
(5 points)

Consider applicants past experience/ability to track drug-related crime, screening/lease procedures, implementation of "One Strike/You're Out", and collaborations with government/law enforcement agencies.

Strengths	TAB/Pg.#
-----------	----------

[illegible]

Weaknesses

[illegible]

Points Assigned: _____

FACTOR 1 PHDEP contd.

Applicant name or identifier_____

Includes work with Operation Safe Home, SNAP, Weed and Seed, or tenant and/or law enforcement groups.

[illegible][illegible]

Points Assigned: _____

FACTOR 1 PHDEP contd.

Applicant name or identifier_____

4. PERFORMANCE IN ADMINISTERING OTHER GRANTS
(3 points)

Consider applicant's participation in HUD grants within last 3 years and degree of success in implementing/managing (program implementation, timely drawdown of funds, timely submission of reports, satisfactory outcomes related to plan/timetable, audit compliance, unresolved findings from prior HUD reports.

Strengths	TAB/Pg.#
-----------	----------

[illegible]

Weaknesses

[illegible]

Points Assigned_____

FY 1998 SCORING FACTORS

FACTOR 1 (NAADP)

(To be completed by field offices)

APPLICANT NAME: _____

IDENTIFIER (HA CODE OR PROJECT

#) _____

CAPACITY OF THE APPLICANT AND RELEVANT ORGANIZATIONAL EXPERIENCE

MAXIMUM POINTS: 20

This factor addresses extent to which applicant has resources to successfully implement the proposed activities in effective, efficient, and timely manner. It is divided into three sub-factors and scores, as follows.

1. APPLICANT'S/SUBGRANTEES SUCCESSFUL
EXPERIENCE IN USING SIMILAR STRATEGIES
TO ALLEVIATE CRIME (7 points maximum) _____
2. STRENGTH OF APPLICANT'S PARTNERSHIP
AS IT RELATES TO ELIMINATING
CRIME (6 points maximum) _____
3. APPLICANT'S ADMINISTRATIVE CAPACITY
TO IMPLEMENT GRANT
 - 3a. (4 points maximum) _____
 - 3b. (3 points maximum) _____

TOTAL (20 points maximum) _____

A detailed description of each sub-factor follows. After they are rated, copy scores above, then total.

FO Reviewer Signature _____ Date _____

FOGA Signature _____ Date _____

FACTOR 1 NAADP contd.
Applicant name or identifier_____

**1. APPLICANT'S/SUBGRANTEES SUCCESSFUL EXPERIENCE IN USING
SIMILAR STRATEGIES TO ALLEVIATE CRIME
(7 points)**

Reviewers shall consider applicant's demonstration that it has worked in partnership with its subgrantee(s) using a similar strategy that reduced crime in and/or around Assisted Housing developments. Applicant must show reduction in crime as indicated in Factor 3. Examples of other federal programs promoting such partnerships are Operation Safe Home, Safe Neighborhood Action Program, and to some extent, the Drug Elimination Program. In absence of previous partnerships, experience of applicant will weigh more heavily than experience of subgrantees in assignment of partial points.

Strengths TAB/Pg.#

Weaknesses TAB/Pg.#

Points Assigned:_____

FACTOR 1 NAADP contd.
Applicant name or identifier_____

**2. STRENGTH OF APPLICANT'S PARTNERSHIP AS IT RELATES TO
ELIMINATING CRIME
(6 points)**

Consider strength of resource commitments (both the amount and firmness of commitments) by subgrantees; evidence of subgrantees' (including project tenants') pre-application role in development of plan and prospective role in implementation; capacity of Assisted Housing developments' ownership/management (based on management reviews by governing public entities) to undertake their share of responsibilities in partnership and to cooperate with law enforcement actions; willingness of local government to use prosecutor's office as lead agency in implementing grant; use of additional partners other than "Eligible Applicants"; and effectiveness of partnership structure.

Strengths TAB/Pg.#

Weaknesses TAB/Pg.#

Points Assigned:_____

FACTOR 1 NAADP contd.
Applicant name or identifier_____

**3. APPLICANT'S ADMINISTRATIVE CAPACITY TO IMPLEMENT GRANT
(7 points)**

Consider quality and amount of staff allocated to grant activity; anticipated effectiveness of systems for budgeting, procurement, draw down, allocation, and accounting for funds; lines of accountability; coordinating the partnership; and assuring applicant's/subgrantee's commitments will be met.

- 3A. Identification of participation in HUD grant programs over last 3 years
(4 points)

<u>Strengths</u>	<u>TAB/Pg.#</u>
------------------	-----------------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<u>Weaknesses</u>	<u>TAB/Pg.#</u>
-------------------	-----------------

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Points Assigned:_____

FACTOR 1 NAADP contd.
Applicant name or identifier_____

3B. Field Office evaluation on success in implementing
successful programs over last 3 years
(3 points)

Strengths	TAB/Pg.#
-----------	----------

Weaknesses	TAB/Pg.#
------------	----------

Points Assigned:_____

FY 1998 SCORING FACTORS

FACTOR 2 (PHDEP and NAADP)

(To be completed by APC's)

APPLICANT NAME: _____

REVIEWER NAME _____

DATE OF REVIEW _____

IDENTIFIER (HA CODE OR PROJECT
#) _____

NEED/EXTENT OF PROBLEM

MAXIMUM POINTS: 25

This factor addresses extent to which there is need for funding the proposed activities to address a documented problem in target area (degree of severity of drug-related crime problem in project proposed for funding). It is divided into two sub-factors and scores as follows.

1. OBJECTIVE CRIME DATA
15 points maximum) _____

2. OTHER CRIME DATA
(10 points maximum) _____

TOTAL (25 points maximum) _____

A detailed description of each sub-factor follows. After they are rated, copy scores above, then total.

FACTOR 2 contd.

Applicant name or identifier_____

1. OBJECTIVE CRIME DATA (15 points)

Reviewers shall consider submission of verifiable records (not anecdotal reports). Where appropriate, statistics should be reported both in real numbers and as an annual percentage of the residents in each development (e.g., 20 arrests in a two-year period for distribution of heroin in a development with 100 residents reflects a 20% occurrence rate). Refer to type and quality of data, as described below, when assigning points.

Choose and assign points to one of the following categories:

_____ **(11-15 points)** Applicant provides the best objective/data to clearly outline the problem, thoroughly documents crime statistics by listing types of crime by Uniform Crime Reports (UCR) Parts 1 and 2 standards, drug activity is clearly defined including where and to whom it is sold and how drug markets operate.

_____ **(6-10 points)** Applicant provides some objective data outlining/describing/analyzing the nature and frequency of crime, includes crime statistics including list of drug-related and other crime and their nature and frequency, and defines the who, where, and how of drug activity.

_____ **(0-5 points)** Applicant provides little or no evidence of objective crime data, crime statistics by type of crime, or description of drug activities.

FACTOR 2 contd.
Applicant name or identifier_____

Strengths	TAB/Pg.#

Weaknesses	TAB/Pg.#

FACTOR 2 contd.

Applicant name or identifier_____

2. OTHER CRIME DATA --Supporting Data on Extent of Drug-Related Crime (10 points)

To extent objective data as described above may not be available, or to complement that data, assessment must use data from other verifiable sources that have a direct bearing on drug-related crime in developments proposed for assistance under this program. However, if other relevant information is to be used **in place of objective data, the application must indicate reasons why objective data could not be obtained and what efforts were made to obtain it, and will be made during grant period to begin obtaining the data.** Other data may include surveys of residents and staff in targeted developments, research/government studies, vandalism cost, information from schools, health providers, residents, and government officials; and verifiable opinions/observations of individual having direct knowledge of drug-related crime and nature and frequency of problems in developments proposed for assistance.

Choose and assign points to one of the following categories:

_____ **(8-10 points)** Applicant includes other documentation as described above to complement objective data or thoroughly and reasonably explains why such documentation could not be obtained, what efforts were made to obtain it and will be made to obtain it in the future; other data submitted clearly describes the nature and frequency of crime, and has a direct bearing on drug-related crime in the development proposed for assistance.

_____ **(4-7 points)** Applicant includes some of the other documentation as described above, includes other documentation which partially describes the nature and frequency of crime and/or types of crime including drug-related and other crimes; and/or provides drug activity by whom it is being sold to, where and how it is sold, and how drug markets are operating.

_____ **(0-3 points)** Applicant provides little or no evidence of additional supporting documentation as described above.

FACTOR 2 contd.
Applicant name or identifier_____

Strengths	TAB/Pg.#

Weaknesses	TAB/Pg.#

FY 1998 SCORING FACTORS

FACTOR 3 (PHDEP and NAADP) (To be completed by APC's)

APPLICANT NAME: _____
REVIEWER NAME _____
DATE OF REVIEW _____
IDENTIFIER (HA CODE OR PROJECT
#) _____

SOUNDNESS OF APPROACH/QUALITY OF PLAN MAXIMUM POINTS: 35

This factor addresses the quality and effectiveness of the applicant's proposed work plan by determining if there are tangible benefits. It is divided into three sub-factors and scores as follows.

1. QUALITY OF PLAN TO ADDRESS
THE PROBLEM (15 points maximum) _____
 2. ANTICIPATED EFFECTIVENESS
OF THE PLAN (10 points maximum) _____
 3. PROCESS USED TO COLLECT,
ANALYZE, AND REPORT PART I
AND II CRIMES (10 points maximum) _____
- TOTAL (35 points maximum) _____

A detailed description of each sub-factor follows. After they are rated, copy scores above, then total.

FACTOR 3 contd.

Applicant name or identifier_____

1. QUALITY OF PLAN TO ADDRESS THE PROBLEM (15 points)

Reviewers shall consider the quality of the applicant's plan to address the drug-related crime problem and the problems associated with drug-related crime in the developments proposed for funding, the resources allocated, and how well the proposed activities fit with the plan.

Choose and assign points to one of the following categories:

_____ **(11-15 points)** The applicant clearly demonstrates a relationship between the crime statistics and the proposed programs.

_____ **(6-10 points)** The applicant demonstrates a relationship between the crime statistics and the proposed programs.

_____ **(0-5 points)** The applicant demonstrates little or no relationship between the crime statistics and the proposed programs.

FACTOR 3 contd.
Applicant name or identifier_____

Strengths	TAB/Pg.#

Weaknesses	TAB/Pg.#

FACTOR 3 contd.

Applicant name or identifier_____

2. ANTICIPATED EFFECTIVENESS OF THE PLAN AND RATIONALE FOR THE PROPOSED ACTIVITIES INCLUDING EVIDENCE OF PAST EFFECTIVENESS (10 points)

Reviewers shall consider the anticipated effectiveness of the plan and proposed activities in reducing or eliminating drug-related crime problems immediately and over an extended period, including whether the proposed activities enhance and are coordinated with ongoing or proposed programs sponsored by HUD, such as Neighborhood Networks, Campus of Learners, Computerized Community Connections, Operation Safe Home, ``One Strike and You're Out,' ' Department of Justice Weed and Seed Efforts, or any other prevention intervention treatment activities.

Reviewers shall determine if the rationale for the proposed activities and methods used including evidence that proposed activities have been effective in similar circumstances in controlling drug-related crime. If the applicant proposes new methods for which there is limited knowledge of the effectiveness, the reviewer shall determine how well the applicant provides the basis for modifying past practices and validity of the applicant's rationale that the modification will yield more effective results.

Choose and assign points to one of the following categories:

_____ **(8-10 points)** The reviewer determines that the proposed programs will have a positive impact on the applicant's crime and drug problem. Furthermore, the applicant demonstrates the absolute effectiveness of the proposed programs in the past.

_____ **(4-7 points)** The reviewer determines that the proposed programs may have a positive impact on the applicants crime and drug problem. Also, the applicant demonstrates that the proposed programs have been moderately effective in the past.

_____ **(0-3 points)** The reviewer determines that the proposed programs will have little or no impact on the applicants crime and drug problem. And, the applicant does not demonstrate that the proposed programs have been effective in the past.

FACTOR 3 contd.
Applicant name or identifier_____

[illegible][illegible]

FACTOR 3 contd.

Applicant name or identifier_____

3. PROCESS USED TO COLLECT, ANALYZE, AND REPORT PART I AND II CRIMES AS DEFINED BY THE UNIFORM CRIME REPORTING SYSTEM AND SPECIFIC STEPS THE APPLICANT WILL TAKE TO SHARE AND COORDINATE INFORMATION WITH LAW ENFORCEMENT AND OTHER GOVERNMENT AGENCIES (10 points)

Reviewers shall consider the process that the applicant will use to collect, maintain, analyze and report Part I and II crimes and police workload data. The reviewer shall determine if the applicant includes a method for assessing the impact of activities on the collected crime statistics on an on-going basis during the award period.

Furthermore, the reviewer shall determine how well the applicant intends to share and coordinate information on solutions and outcomes with other law enforcement and governmental agencies, including descriptions of any written agreements that are in place or that will be put in place.

Choose and assign points to one of the following categories:

_____ **(8-10 points)** The applicant demonstrates a sound and effective process for gathering crime statistics. Furthermore, the applicant demonstrates a detailed plan for coordinating information with other entities.

_____ **(4-7 points)** The applicant documents a process for gathering crime statistics. Also, the applicant documents a plan for coordinating information with other entities.

_____ **(0-3 points)** The applicant provides little or no documentation for gathering crime statistics and the applicant provides little or no information on coordinating activities with other entities.

FACTOR 3 contd.
Applicant name or identifier_____

Strengths	TAB/Pg.#

Weaknesses	TAB/Pg.#

FACTOR 4 contd.
Applicant name or identifier_____

FY 1998 SCORING FACTORS

FACTOR 4 (PHDEP and NAADP)

APPLICANT NAME: _____
IDENTIFIER (HA CODE OR PROJECT #) _____

**LEVERAGING RESOURCES (SUPPORT OF RESIDENTS, LOCAL
GOVERNMENT, AND COMMUNITY IN PLANNING/IMPLEMENTATION OF
PROPOSED ACTIVITIES
MAXIMUM POINTS: 10**

This factor addresses the ability of the applicant to secure community and government resources which can be combined with HUD's program resources to achieve program purposes and the extent to which these initiatives are used to leverage resources for the housing authority community, and are part of the comprehensive plan and performance measures outlined in Rating Factor 3, Soundness of Approach—Quality of Plan.

1. EVIDENCE OF COMMITMENT OF FUNDING _____
(3 points maximum)
2. ROLE OF COMMUNITY IN PLANNING
AND IMPLEMENTING APPROACH
IN FACTOR 3 (2 points maximum) _____
3. EXTENT OF INVOLVEMENT OF LOCAL/TRIBAL
GOVERNMENT OFFICIALS IN DESIGNING AND
IMPLEMENTING OF APPLICANT'S PLAN
IN FACTOR 3 (2 points maximum) **NOTE:**
For New Approach, this also includes
review of the description of the
Neighborhood and Assisted Housing
developments in the neighborhood. _____
4. EXTENT LOCAL GOVERNMENT HAS MET LOCAL
LAW ENFORCEMENT OBLIGATIONS UNDER THE
COOPERATION AGREEMENT REQUIRED BY THE
ANNUAL CONTRIBUTIONS CONTRACT FOR
HOUSING AUTHORITIES (3 points maximum) _____

TOTAL (10 points maximum) _____

FO Reviewer Signature_____ Date_____

FOGA Signature_____ Date_____

FACTOR 4 contd.

Applicant name or identifier_____

1. EVIDENCE OF COMMITMENTS OF FUNDING, STAFF, OR IN-KIND RESOURCES; PARTNERSHIP AGREEMENTS; AND ONGOING OR PLANNED COOPERATIVE EFFORTS WITH LAW ENFORCEMENT AGENCIES, MEMORANDA OF UNDERSTANDING, OR AGREEMENTS TO PARTICIPATE. COMMITMENTS MUST BE SIGNED BY AN OFFICIAL OF THE ORGANIZATION LEGALLY ABLE TO MAKE COMMITMENTS FOR THE ORGANIZATION. EVIDENCE OF COMMITMENT MUST INCLUDE ORGANIZATION NAME, RESOURCES, AND RESPONSIBILITIES OF EACH PARTICIPANT. THIS ALSO INCLUDES INTERAGENCY ACTIVITIES ALREADY UNDERTAKEN, PARTICIPATION IN LOCAL, STATE, TRIBAL, OR FEDERAL ANTI-DRUG RELATED CRIME EFFORTS SUCH AS EDUCATION, TRAINING, AND EMPLOYMENT PROVISIONS OF WELFARE REFORM EFFORTS, OPERATION WEED AND SEED, OPERATION SAFE HOME, LOCAL LAW ENFORCEMENT INITIATIVES AND/OR SUCCESSFUL COORDINATION OF ITS LAW ENFORCEMENT WITH LOCAL, STATE, TRIBAL, OR FEDERAL LAW ENFORCEMENT AGENCIES. (3 points)

Reviewers shall determine the extent to which the application demonstrates the existence of written commitments for the above resources; describes partnership in other governmental anti-drug related crime efforts; and/or successful coordination of its law enforcement with other governmental law enforcement agencies.

Strengths

TAB/Pg.#

Weaknesses

TAB/Pg.#

FACTOR 4 contd.

Applicant name or identifier_____

Points Assigned:_____

FACTOR 4 contd.

Applicant name or identifier_____

2. ROLE OF COMMUNITY IN PLANNING AND IMPLEMENTING APPROACH
IN FACTOR 3 (2 points)

Reviewers shall determine how well the applicant has described the Neighborhood and the Assisted Housing Developments in the Neighborhood (**New Approach only**), and shall determine the extent to which residents (**PHDEP only**), applicable community organizations, and law enforcement agencies have been involved in planning the activities described in the application and what role they will have in carrying out such activities.

Strengths

TAB/Pg.#

Weaknesses

TAB/Pg.#

Points Assigned:_____

FACTOR 4 contd.

Applicant name or identifier_____

3. EXTENT OF INVOLVEMENT OF LOCAL/TRIBAL GOVERNMENT
OFFICIALS IN DESIGNING AND IMPLEMENTING OF APPLICANT'S
PLAN IN FACTOR 3 (2 points)

Reviewers shall determine the extent to which community representatives and Tribal, local, State and Federal Government officials, including law enforcement agency officials, were actively involved in the design and implementation of the applicant's plan and will continue to be involved in implementing such activities during and after the period of funding.

Strengths TAB/Pg.#

Weaknesses TAB/Pg.#

Points Assigned:_____

FACTOR 4 contd.

Applicant name or identifier_____

4. EXTENT LOCAL GOVERNMENT HAS MET LOCAL LAW ENFORCEMENT
OBLIGATIONS UNDER THE COOPERATION AGREEMENT REQUIRED BY
HA'S ANNUAL CONTRIBUTIONS CONTRACT WITH HUD (3 points)

Reviewers shall determine the extent to which the relevant governmental jurisdiction has met its local law enforcement obligations under the Cooperation Agreement with the applicant (as required by the Housing Authority's Annual Contributions Contract with HUD). The reviewer must determine if the applicant has described the current level of baseline local law enforcement services being provided to the housing authority/developments proposed for assistance.

Strengths

TAB/Pg.#

Weaknesses

TAB/Pg.#

Points Assigned:_____

FY 1998 SCORING FACTORS

FACTOR 5 (PHDEP and NAADP)

(To be completed by Secretary's Representatives)

APPLICANT NAME: _____

IDENTIFIER (HA CODE OR PROJECT #) _____

COMPREHENSIVENESS AND COORDINATION MAXIMUM POINTS: 10

This factor addresses the extent to which the applicant coordinated its activities with other known organizations, participates or promotes participation in a community's Consolidated Planning process, and is working towards addressing a need in a holistic and comprehensive manner through linkages with other activities in the community. crime problem in project proposed for funding). It is divided into three sub-factors and scores as follows.

1. COORDINATION OF PROPOSED ACTIVITIES
WITH OTHER GROUPS PRIOR TO SUBMISSION
(3 points maximum) _____
 2. STEPS TAKEN OR TO BE TAKEN TO BECOME
INVOLVED IN COMMUNITIES'S CONSOLIDATED
PLANNING PROCESS (3 points maximum) _____
 3. STEPS TAKEN TO DEVELOP LINKAGES
TO COORDINATE COMPREHENSIVE SOLUTIONS
(4 points maximum) _____
- TOTAL (10 points maximum) _____

Signature _____ Date _____
Secretary's Representative
or designee

1. COORDINATION OF PROPOSED ACTIVITIES WITH OTHER GROUPS PRIOR TO SUBMISSION IN ORDER TO BEST COMPLEMENT, SUPPORT, AND COORDINATE ALL KNOWN ACTIVITIES (3 points)

Reviewers shall determine how well the applicant has coordinated its proposed activities with those of either groups of organizations prior to submission in order to best complement, support and coordinate all known activities and if funded, the specific steps it will take to share information on solutions and outcomes with others. The applicant should have described any written agreements, memoranda of understanding in place, or what will be in place after award.

Strengths	TAB/Pg.#
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Weaknesses	TAB/Pg.#
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Points Assigned:_____

2. STEPS TAKEN OR TO BE TAKEN TO BECOME INVOLVED IN
COMMUNITIES'S CONSOLIDATED PLANNING PROCESS (3 points)

The reviewer shall consider the steps the applicant has taken or will take to become active in the community's Consolidated Planning process (including the Analysis of Impediments to Fair Housing Choice), or in the case of Native American clientele, participation in the tribe/TDHEs Indian Housing Plan (IHP) process, established to identify and address a need/problem that is related to the activities the applicant proposes.

Strengths

TAB/Pg.#

Weaknesses

TAB/Pg.#

Points Assigned:_____

3. STEPS TAKEN TO DEVELOP LINKAGES TO COORDINATE COMPREHENSIVE SOLUTIONS THROUGH MEETINGS, INFORMATION NETWORKS, PLANNING PROCESSES, OR OTHER MECHANISMS WITH (4 points):

3A. Other HUD-funded projects/activities outside the scope of those covered by the Consolidated Plan, or in the case of Native American clientele, participation in the tribe/TDHEs Indian Housing Plan; and

YES_____

NO _____

Comments _____TAB/Pg.#

3B. Other Federal, State, locally, or tribally funded activities, including those proposed, or ongoing in the community.

YES_____

NO _____

Comments_____ TAB/Pg.#

Points Assigned:_____